

On January 25, 2021, the Board Meeting of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:31 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Wendy Earle and Linda C. Fazzini
Region II: Clinton L. Jackson and David R. Shafer
Region III: Thomas J. DiBello, Christina F. Melton and Diane C. Sullivan
Presiding Officer: Colleen Zasowski
Asst. Superintendent: Robert Rizzo
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Eshika Seth and Allison McVey

The following Board Member was absent: **Dr. Margaret D. Wright**

ANNOUNCEMENTS

Mrs. Zasowski announced that the board met briefly in an executive session prior to tonight's board meeting to discuss personnel. She reminded the public of the process for attendance at the meeting and for making public comments at the beginning and end of the meeting.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no public comments.

II. PRESENTATION

Mr. Rizzo recognized the School Board on behalf of the students, administration, staff and the community for all of the time they volunteer and the work they do to make Spring-Ford the successful district it is.

- A. Presentation honoring the **Spring-Ford Area School District Board of Directors** who volunteer their time for the betterment of public education in our community.

III. BOARD AND COMMITTEE REPORTS

Student Rep. Report Eshika Seth/Allison McVey

Allison reported on the events that have taken place and Eshika provided an update on the events that are coming up. Eshika and Allison provided a look back on the positives from the first semester which included highlights on athletics, events, activities that took place and clubs. They paid tribute to the Spring-Ford teachers and staff for all of their efforts during the first and second marking periods under these trying times. Eshika and Allison thanked the school board members for all of their tireless work and commitment to the well-being of the Spring-Ford community during this extremely difficult and demanding year. They passed out homemade baked goods they had prepared in honor of School Board Appreciation Month.

Policy

Wendy Earle

3rd Mon. 6:30 p.m.

Mrs. Earle reported on Policy Committee meeting that took place on January 21, 2021. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Curriculum/Technology Linda Fazzini

3rd Mon. 7:30 p.m.

Mrs. Fazzini reported on the Curriculum Committee meeting that took place on January 21, 2021. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Discussion took place on the timeline for the textbook order reported on in the committee report. The board requested that a clear, consistent message be sent to students and teachers regarding the use of computer cameras. It was determined that the use of cameras would be encouraged as a way to promote engagement but that it will be clearly conveyed that they are not a requirement. A question was raised regarding the cost and payment for the Chromebooks being proposed for purchase and it was reported that the cost would be approximately \$400.00 each and that payment would not occur until they are received.

Finance

Thomas DiBello

2nd Tues. 6:30 p.m.

Mr. DiBello reported on the Finance Committee meeting that took place on January 12, 2021. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Property

Clinton Jackson

2nd Tues. 7:30 p.m.

Mr. Jackson reported on the Property Committee meeting that took place on January 12, 2021. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Legislative Committee

Christina Melton

3rd Weds. 7:30 p.m.

Mrs. Melton reported on the Montgomery County School Director Legislative Committee meeting that took place on January 20, 2021 where they were joined by House Representative Napoleon Nelson of the 154th District. She reported that Representative Nelson had listened to the many challenges faced by school districts. She added that the meeting was also joined by Dr. Frank Gallagher from Souderton School District who shared some of the initiatives he is heavily involved with such as a group focused on cyber/charter school reform. Mrs. Melton commented that a statement made that resonated with her by Dr. Gallagher is that the initiative is not against choice but just in favor of a more level playing field. She added that they were also joined by Larry Feinberg, PSBA Advocacy Ambassador. Mrs. Melton stated that this meeting was their reorganization meeting and a few new members were present. Mrs. Melton announced that she had nominated Laura Johnson from Pottstown School District to serve as Chairman for the upcoming year and in turn Mrs. Melton will be serving as Ms. Johnson's Vice Chairman.

Assistant Supt. Report

Robert W. Rizzo

Mr. Rizzo reported that the family commitment form had been sent out last Wednesday and a few reminders had followed. He advised that there 75.21% participation was recorded of which 41.54% chose in-person learning, 31.14% chose virtual, and 2.53% chose cyber learning. He added that about 25% had not responded. Mr. Rizzo stated that building principals were working on how to determine the placement for that last 25% so that rosters can be firmed up by Wednesday in order to move forward. He reported that he had provided the board in their Friday update on how the board could provide additional support to the nurses. He advised that two things that came out of his conversations with the nurses were first how to streamline the close contact notification process to families and staff to make it more efficient and secondly obtaining highly qualified professionals to help support the nurses by way of one or two floating Registered Nurses to help do the day to day tasks and help with contact tracing and duties that require a medical license to do so. Mr. Rizzo provided a quick update on vaccinations saying currently we are in the 1A phase and awaiting the move to 1B where our teachers are categorized. He added that he and Mrs. Leiss are regularly attending the Pandemic Liaison meetings as well as the county superintendent meetings and stated that he will keep the board apprised of anything coming out of those meetings. Mr. Rizzo reported that as requested he had reached out to the Souderton School District as well as the Wissahickon School District Superintendents to understand their approaches when dealing

with COVID precautions. He advised that they are operating very differently with Wissahickon strictly instituting 6-foot social distancing and operating under a hybrid model. Souderton advised they were not achieving 6 feet but rather 4-6 feet with a guarantee of only about 4 feet. He added that Souderton has been all-in since September and they offer two options: either all-in or full virtual non-streaming environment. Mr. Rizzo next advised that with regards to how they are determining whether to be open or closed they are working with some guidance that was provided by Montgomery County Intermediate Unit and they have opted that if they can take care of all of the contact tracing, the mitigation, the parent contacts, the case investigations and the cleaning and disinfecting in a timely manner then they may not shut down or only shut down for a very minimal amount of time. He added that if there is a determination that there was an in-school transmission then Souderton advised that they would shut down for the required two weeks.

Mr. Rizzo recognized the staff members on the agenda who have announced their retirements. He read each retiree's name and provided their years of service to the district. He noted a slight change to the school calendar saying that Wednesday, November 24th is a day off for 10-month staff and not an in-service day. He also advised that he and Dr. Colyer have been in conversations regarding end of year activities, prom and graduation and what they may look like as we are still bound by the limitations in terms of attendance due to COVID restrictions.

Discussion took place on the frequency of building closures with regards to whether the county had the authority to do this and whether the buildings could be opened up sooner if contact tracing and building cleaning/disinfecting were completed earlier. It was determined that if it could be confirmed that the positive testing was not a result of in-school transmission and contact tracing could be completed as well as building cleaning and disinfection then the building could open as soon as all measures have been accomplished. There was clarification that if it is determined that it is an in-school transmission then we must follow the county's orders and close a building for 14 days. Mrs. Trisha Smith stated that this really is an ethical issue and they work hard every day to keep students and staff safe. She spoke about social distancing and how in those areas where 6 foot social distancing cannot be maintained that there is more of a risk of in-school transmission. She stressed the desire to minimize the risk of people getting sick and she expressed the need to follow the direction provided by the experts rather than do our own thing. Mr. Fitzgerald commented that with regards to the question on having to close for a set period of time if a building were to meet the threshold for COVID cases, the Montgomery County Department of Health endorses the idea of school district's not having to necessarily close. He read the guidance from their website that stated if a district is able to complete contact tracing and environmental requirements regarding cleaning and disinfecting then students may not have to return to a virtual learning environment at all.

Nurse's Report Trisha Smith

Mrs. Smith stated that her report entails changes being made in order to try and increase efficiency. She reported that the nursing staff feels that one thing they have done very well is in protecting the high risk population. She stated that this is being accomplished through having the health annexes so that anyone with symptoms can be separated and isolated enabling the health suites to be kept clean. Mrs. Smith added that the other thing they are doing well, although it is time consuming and frustrating for all, is contact tracing. She advised that this is a necessary but major task for the nurses. She commented that by doing contact tracing that helps reduce in-school transmission. Mrs. Smith stated that the challenges they continue to face rely on staffing. She expressed that Human Resources has been working very hard to find nursing substitutes to help with nurse absences and to staff the health annexes. She added that as everyone knows right now subs are very hard to come by and not just for nurses. Mrs. Smith hoped for Board support to help find creative ways of finding some supplemental health staff as the district brings more students back to school. She spoke of improvements being made to streamline the contact tracing efforts and the goal is for better efficiency in the third quarter in order to minimize building closures not related to in-school transmission. She provided the numbers on the district's COVID positive cases and as a result the contact tracing they performed. Mrs. Smith was asked what was needed from the Board

in order to provide the additional support needed and after a brief discussion it was determined that 2 full-time nurses to float around and fill in wherever they would be needed. Mr. DiBello asked the administration to come up with a recommendation and add it as an action item for the next board meeting. Mrs. Leiss was asked if the request was out of bounds and would it be problematic and she replied that the request for 2 floating nurses was not unrealistic but it would be a challenge as it is difficult to find nurses right now. She added that they will certainly rise up to the challenge and do what they can.

Solicitor's Report Mark Fitzgerald

Mr. Fitzgerald reported that with a new administration in Washington, it is anticipated that additional guidance will be coming out as it relates to school reopening and such thing as whether they will reinstate the federal leave that was in place the first half of the year. He stated that he would not be surprised over the next month or so if we see guidance come out from the federal government.

IV. MINUTES

Mr. DiBello made a motion to approve Items A-C and Mr. Jackson seconded it. The motion passed 8-0.

- A. The Board approved the November 9, 2020 Work Session minutes. **(Attachment A1)**
- B. The Board approved the November 23, 2020 Board Meeting minutes. **(Attachment A2)**

New Minutes

- C. The Board approved the December 7, 2020 Board Reorganization Meeting minutes. **(Attachment A3)**

V. PERSONNEL

Mrs. Melton made a motion to approve items A-I and Mrs. Fazzini seconded it. The motion passed 8-0.

A. Resignations

- 1. **George S. Desko**; Physics Teacher, Senior High School, for the purpose of retirement. Effective: June 18, 2021.
- 2. **Christine A. Dixon**; Food Service Full Time (6 hour/day), Senior High School, for the purpose of retirement. Effective: March 5, 2021.
- 3. **John A. Gnias**; Elementary Teacher, Evans Elementary School, for the purpose of retirement. Effective: June 18, 2021.
- 4. **Lisa M. Levengood**; Instructional Assistant, 8th Grade Center. Effective: December 18, 2020.
- 5. **Yvonne M. Lockbaum**; Special Education Teacher, Senior High School, for the purpose of retirement. Effective: June 18, 2021.
- 6. **Barbara J. Paige**; Speech & Language Therapist, Senior High School, for the purpose of retirement. Effective: June 18, 2021.
- 7. **Tracey M. Polini**; Instructional Assistant, 7th Grade Center, for the purpose of retirement. Effective: June 18, 2021.

8. **Dr. Heidi A. Rochlin**; Curriculum & Instruction Supervisor, District Office. Effective: June 30, 2021.
9. **Todd T. Roussey**; Technology Education Teacher, 9th Grade Center, for the purpose of retirement. Effective: June 18, 2021.
10. **Sheryl S. Wagenseller**; Elementary Teacher, 5/6 Grade Center, for the purpose of retirement. Effective: June 18, 2021.
11. **Melissa A. Wobensmith**; 5/6 Club #5- Morning Announcements Club, 5/6 Grade Center. Effective: November 20, 2020.
12. **M. Gail Wolf**; Food Service Full Time (6 hour/day), Senior High School, for the purpose of retirement. Effective: January 29, 2021.

New Resignations

13. **Jason R. Anspach**; Asst. Wrestling Coach (7/8/9th Grade) (1/2 Contract). Effective: January 8, 2021.
14. **Devon A. Berryann**; Instructional Assistant, Limerick Elementary School. Effective: January 19, 2021.
15. **Cynthia A. Cooper**; 7th Gr. Club #8 - Aavidum and 8th Gr. Club #10 - Aavidum. Effective: January 20, 2021.
16. **Barbara Crist**; Elementary Gifted Support Teacher, 5/6 Grade Center, for the purpose of retirement. Effective: June 18, 2021.
17. **Benjamin E. Eubanks**; Food Service Part Time (3 hour/day), Spring City Elementary School. Effective: January 29, 2021.
18. **Aimee M. Oblak**; Play Director - HS (Fall) and Sound Production - HS (Both Fall & Spring Productions) (1/2 Contract). Effective: January 11, 2021.
19. **Janette L. Pymer**; Special Education Teacher, Limerick Elementary School, for the purpose of retirement. Effective: June 18, 2021.
20. **Patricia J. Voorstad**; Chemistry Teacher, Senior High School, for the purpose of retirement. Effective: June 18, 2021.
21. **Jeffrey M. West**; Health & Physical Education Teacher, Upper Providence Elementary School, for the purpose of retirement. Effective: March 12, 2021.

B. Leaves of Absence

1. **AnnMarie Novia**; Elementary Teacher, Royersford Elementary School, for a child-rearing leave of absence per the Professional Agreement. Effective: January 19, 2021 through the 2020-2021 school year.
2. **Jaclyn B. Pearson**; Special Education Teacher, Senior High School for an unpaid leave of absence per Board Policy. Effective: March 21, 2021 (estimated date) for approximately 6-8 weeks.

3. **Shannon Tolas**; Special Education Teacher, Evans Elementary School, for a Sabbatical Leave per Board Policy. Effective: January 4, 2021 through the 2020-2021 school year.
4. **Joanna M. Trautman**; Guidance Counselor, Oaks Elementary School, for an extension of child-rearing leave of absence per the Professional Agreement. Effective: February 2, 2021 through the 2020-2021 school year.
5. **Amanda L. Young**; Elementary Teacher, Brooke Elementary School, for a child-rearing leave of absence per the Professional Agreement. Effective: February 20, 2021 through the 2020-2021 school year.

New Leave of Absence

6. **Jennifer C. Lipp**; Elementary Teacher, 5/6 Grade Center, for a child-rearing leave of absence per the Professional Agreement. Effective: January 13, 2021 through the 2020-2021 school year.

C. Professional Staff

1. **Lauren E. Dietrich**; Elementary Teacher, 5/6 Grade Center, replacing Mary E. Sheehan who retired. Compensation has been set at M, Step 2, \$52,000.00, prorated with benefits per the Professional Agreement. Effective: February 22, 2021.
2. **Michele I. LeHeup**; Family & Consumer Science Teacher, 9th Grade Center, replacing Cheryl C. Viscardi who retired. Compensation has been set at M, Step 3, \$52,750.00, prorated with benefits per the Professional Agreement. Effective: January 4, 2021.
3. **Rachel M. Weigel**; English Teacher, Senior High School, replacing Michelle L. Konnick who retired. Compensation has been set at M, Step 2, \$52,000.00, prorated with benefits per the Professional Agreement. Effective: To be determined.

D. Temporary Professional Staff

1. **Jamie L. Brigham**; English Teacher, 8th Grade Center, replacing Helen A. Hiles who resigned. Compensation has been set at M, Step 1, \$51,500.00, prorated with benefits per the Professional Agreement. Effective: January 4, 2021.
2. **Hannah J. Schreffler**; Music Teacher, Upper Providence Elementary School, replacing Elena M. Kinney who retired. Compensation has been set at B, Step 1, \$50,000.00, prorated with benefits per the Professional Agreement. Effective: January 7, 2021.

E. Support Staff

1. **Kevin K. Bearde**; Custodian, 7th Grade Center, replacing Larry S. Hesh who retired. Compensation has been set at \$17.22/hour with benefits per the Custodian Benefit Summary. Effective: December 7, 2020.
2. **Gabrielle M. Fisher**; Instructional Assistant, 7th Grade Center, replacing Aimee E. Kemp who had a change of status. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistants' Benefit Summary. Effective: December 15, 2020.

3. **Mary C. Henderson**; Instructional Assistant, Upper Providence Elementary School, replacing Christina M. Giamo who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistants' Benefit Summary. (Previously Board approved in November 2020. Correction in hourly rate). Effective: November 18, 2020.
 4. **Kathya Holohan**; Instructional Assistant, 5/6 Grade Center, replacing Melanie A. Pierce who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistants' Benefit Summary. Effective: January 11, 2021.
 5. **Cole N. Lenhart**; Support Technician, Senior High School, replacing Lindsay Brock who resigned. Compensation has been set at \$19.60/hour with benefits per the Support Technician Benefit Summary. Effective: January 11, 2021.
 6. **Brian P. Malloy**; Systems Technician, 7th Grade Center, replacing Brian G. Cooper who resigned. Compensation has been set at \$45,000.00, prorated with benefits per the Administrative Support Benefit Summary. Effective: December 9, 2020.
 7. **Tyler S. Morris**; Instructional Assistant, 7th Grade Center, replacing Laura Gilmore who had a change of assignment. Compensation has been set at \$16.36/hour with benefits per the Instructional Assistants' Benefit Summary. Effective: January 4, 2021.
 8. **Jamie S. Schaffer**; Custodian, Evans Elementary School, replacing Andrew J. Coan who had a change of status. Compensation has been set at \$17.22/hour with benefits per the Custodian Benefit Summary. Effective: January 4, 2021.
- F. **Change of Status**
1. **Aimee M. Oblak**; Special Education Teacher to Special Education Supervisor - Grades 10-12, Senior High School, replacing David J. Krakower who had a change of assignment. Compensation has been set at \$115,500.00, prorated with benefits per the Act 93 Agreement. Effective: To be determined.
 2. **Marianne A. Quinty**; Secretary to Administrative Assistant, Limerick Elementary School, replacing Barbara M. Bono who retired. Compensation has been set at \$19.80/hour with benefits per the Secretary Benefit Summary. Effective: February 1, 2021.
 3. **Melissa L. Wasko**; Registered Nurse to Certified School Nurse, 5/6 Grade Center, replacing Cathy E. Bradfield who retired. Compensation has been set at M+30, Step 1, \$56,815.00, prorated with benefits per the Professional Agreement. Effective: February 2, 2021.
- G. The Board approved the 2021 Extended School Year Program (ESY) and the positions identified below to be held at the 5/6/7 Grade Center. The program will be held Monday, June 28, 2021 through Thursday, July 29, 2021; Monday through Thursday from 8:30 AM to 2:30 PM. The appointments and payments herein shall be contingent upon the ability as determined by Administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania.
1. Forty (40) Special Education Teachers at a rate of \$40.00/hour.
 2. Twelve (12) Special Education Teachers-Tutors at a rate of \$40.00/hour.
 3. Five (5) Special Education Teachers with WILSON experience for individual students as per the students' ESY IEP's at a rate of \$40.00/hour.
 4. Four (4) Speech Therapists at a rate of \$40.00/hour.

5. One (1) Behavior Specialist at a rate of \$40.00/hour.
 6. One (1) School Counselor at a rate of \$40.00/hour.
 7. One (1) Certified School Nurse at a rate of \$40.00/hour.
 8. Sixty (60) Instructional Assistants. Rates will vary between \$16.36-\$21.89/hour depending on experience and educational degree.
- H. The Board approved the Extended School Year Coordinator position. This position will run from March 1, 2021 through August 2, 2021 at a rate of \$40.00/hour, not to exceed 210 hours.
- I. The Board approved the attached extra-curricular contracts for the 2020-2021 school year. Payments of extra-curricular stipends shall be contingent upon the reopening of schools and the ability as determined by the Administration to provide such extra-curricular offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania. The district reserves the right to prorate or not pay stipends in the event of a school closure, school modification, and/or discontinuation of the activity due to pandemic or other events surrounding the pandemic. * New Additions since the Work Session.
(Attachment A4)

VI. FINANCE

Mr. DiBello made a motion to approve Items A-M and Mrs. Melton seconded it. The motion passed 8-0.

- A. The Board approved next month's payroll, taxes, all benefits, transportation contracts, IU contracts, Vo-Tech payments, debt service payments, utility bills, maintenance agreements, copier leases, equipment maintenance, federal grants, insurance, and discounted invoices.

B. Checks:

1. General Fund Checks
Check No. 211966 – 212292 \$ 1,318,265.63
2. Food Service Checks
Check No. 2030 – 2076 \$ 3,685.20
3. Capital Reserve Checks
Check No. 2093 - 2096 \$ 51,862.14
4. Capital Projects
Reserve Fund: Check No. 85 – 86 \$ 164,359.24
5. General Fund, Food Service, & Capital Reserve and Projects ACHs
ACH 202100686 – 202101073 \$ 4,836,350.58
6. Wires
202000055 – 202000082 \$ 6,192,180.09

C. The following monthly Board reports were approved:

- Skyward Reports
 - Check Register (General Fund, Food Service, Capital Reserve, Capital Projects, Scholarships and Wires)
 - ACH Check Register (General Fund, Food Service, Capital Reserve, and Capital Projects)
 - Wires Register (General Fund, Food Service, Capital Reserve, and Capital Projects)

D. The Board approved the following independent contracts:

1. **Chester County Intermediate Unit – Downingtown, PA.** Provide educational services during the 2020-2021 school year for four special needs students as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed a total of \$107,866.00.
2. **Dr. Emily Perlis – Bryn Mawr, PA.** Conduct a comprehensive neuropsychological evaluation for an elementary student. Funding will be paid from the Special Education Budget and shall not exceed \$4,000.00.
3. **Valley Forge Educational Services (The Vanguard School) – Malvern, PA.** Provide educational services during the 2020-2021 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$67,000.00.

New Independent Contracts

4. **New Story – Reading, PA.** Provide educational services during the 2020-2021 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$31,395.00.
 5. **Dr. Claudia Chernow – Dresher, PA.** Conduct a psychiatric evaluation of a secondary student. Funding will be paid from the Special Education Budget and shall not exceed \$2,500.00.
- E. The Board approved an addendum to the extended contract with Stratford Friends School (settlement agreement #2019-04) originally approved in August 2020. This addendum is necessary to supplement the cost of tuition for related services that were needed in order to meet the student's needs. The total cost shall not exceed \$3,000.00 and will be paid from the Special Education Budget.
- F. The Board approved the Preliminary General Fund Budget for the 2021-2022 school year in the amount of \$182,287,341.00.
- G. The Board approved filing with the Department of Education the 2021-2022 referendum exceptions estimated at \$2,000,000.00 for Special Education Expenditures and Retirement Contributions. These estimated referendum exceptions represent approximately 1.8% and could be used for allowable millage over the Act 1 State Index cap amount of 3.0%. Exceptions are permitted due to the recognition that there are extraordinary district expenses above the rate of inflation.
- H. The Board approved the 2021-2022 Montgomery County Intermediate Unit's Member Services Budget in the amount of \$1,518,580.00. This amount represents no increase from the 2020-2021 MCIU Member Services Budget overall amount. Spring-Ford's share, based upon enrollment, for 2021-2022 is \$117,335.00 which is a \$1,179.00 decrease from last year's amount.
- I. The Board approved of a revision to the three-year contract with IXL Learning to provide a virtual personalized learning platform for special needs students in grade K-12. This contract was originally approved at the October 26, 2020 Board Meeting agenda for a three-year total of \$8,910.00. Additional funds of \$4,431.00 are needed to cover the cost of 125 secondary students. This addition brings the total three-year contract to \$13,341.00. The revised contract will be paid in three yearly installments. The revised installments per year will be: year one \$6,423.00 plus \$495.00 for professional learning

services for a total of \$6,918.00, year two \$3,212.00 and year three \$3,211.00. Funding will be paid from the Special Education Budget and shall not exceed a total of \$13,341.00 for all three years.

New Finance

- J. The Board of School Directors authorized Fox Rothschild LLP to enter into an agreement for the property located at 1101 Enterprise Drive in Limerick Township and further identified as tax parcel No. 37-00-00660-00-5 leaving the property's assessment unchanged at \$7,211,750.00 for tax years 2018, 2019 and 2020 and setting the assessment of the property at \$6,566,000.00 for tax year 2021 and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- K. The Board approved continuing with the services of the contracted Montgomery County Intermediate Unit (MCIU) provided School Psychologist for the remainder of the 2020-2021 school year. This 14-week extension is needed due to the growth in student evaluations and to avoid additional delays as a result of the COVID school closure. This is an unbudgeted expense as a result of the COVID-19 pandemic and will be funded from the Unassigned Fund Balance and shall not exceed \$51,775.00.
- L. The Board approved a contract with the Chester County Intermediate Unit (CCIU) for a School Psychologist for the remainder of the 2020-2021 school year. This 14-week contract is needed due to the growth in student evaluations and to avoid additional delays as a result of the COVID school closure. This is an unbudgeted expense as a result of the COVID-19 pandemic and will be funded from the Unassigned Fund Balance and shall not exceed \$51,775.00.
- M. The Board approved **Resolution 2021-01** establishing the elected tax collector's compensation, commencing with the 2021-2022 school year. **(Attachment A5)**

VII. NEW PROPERTY

Mr. DiBello made a motion to approve Items A-F and Mrs. Earle seconded it. The motion passed 8-0.

- A. The Board approved purchasing a service, maintenance, and labor contract with PSX, Inc. This contract is necessary due to the expiration of several warranties on previously purchased cameras and servers. Funding will come from the Capital Reserve and shall not exceed \$6,250.00.
- B. The Board approved the purchase of 22 reflective signs at a cost of \$168.00 each for a total of \$3,696.00 and 24 non-reflective signs at a cost of \$76.00 each for a total of \$1,520.00. The purchase of these signs will be a step towards the completion of the Uniform Sign Project. Funding will come from the Capital Reserve and shall not exceed \$5,520.00.
- C. The Board approved entering into a three-year agreement renewal for a Demand Response Energy Curtailment Program with Enel X North America, Inc., effective June 1, 2021 through May 31, 2024. Funding will be reimbursed back to the district as per the agreement.
- D. The Board approved the replacement of the HVAC System at the District Office by Johnson Controls, Inc. The quote was received via Costars #008-415. Funding will come from the Capital Reserve and shall not exceed \$325,053.97.

- E. The Board approved the three-year proposal for district-wide mowing services with Charlestown Landscaping. Funding will be paid from the Maintenance Budget and shall not exceed a three-year total of \$60,000.00.
- F. The Board approved entering into a five-month agreement with Carter's Pro Quality Cleaning for supplemental custodial staffing, pending solicitor review. Full-time custodial employees will be billed at a rate of \$21.00/hour. This agreement will be effective February 1, 2021 through June 20, 2021. Funding for this service has been previously approved by the Board.

VIII. NEW PROGRAMMING AND CURRICULUM

Mrs. Melton made a motion to approve Items A-B and Mrs. Fazzini seconded it. The motion passed 8-0.

- A. The Board approved the purchase of a NAC (Network Access Controller) from On Tap Solutions Inc. including installation, configuration, license and 3-year support contract. The total cost shall not exceed \$80,000.00 and will be self-financed from the Capital Reserve and repaid from the Technology Operating Budget.
- B. The Board approved the following courses to be added for the 2021-2022 school year:

New Courses for Spring-Ford 9th Grade Center and Senior High School 2021-22

1. **Band Major (Honors) - Grades 10,11,12 - 6 periods - 1 credit**
Honors Band promotes solo advanced study on a musical instrument. Students wishing to take Honors Credit in band will pursue this course IN CONCURRENCE to the Band Curriculum. Aspects of the two courses may be overlapped, however, they may not be completed exclusively. The student first and foremost is still a member of the band ensemble. An audition and director recommendation is required as students must display technical achievement on their instrument. Students will pursue projects in historical, societal, and musical aspects of their instrument while preparing solo performances and chamber music opportunities. Students should be confident in their skills as an instrumentalist.
2. **Vocal Ensemble Major (Honors) - Grades 10,11,12 - 6 periods - 1 credit**
Students will focus on intermediate, vocal, and choral technique for ensemble and solo singing. This course will give the Spring-Ford Choral student the opportunity for competitive choral performance as well as developing solo/small group performance skills. Students will also be expected to take an active leadership role in the class. This is a co-curricular course and there will be evening rehearsals as well as participation in scheduled performances during and outside the school day which will be announced during the school year. All performances are mandatory. **This course is by AUDITION only.**
3. **Chorus-Major - Grades 10,11,12 - 6 periods - 1 credit**
Chorus is a mixed choral ensemble intended to challenge the singing student and direct his/her efforts toward increased vocal technique, acquaint him/her with a variety of vocal styles, and focus his/her efforts toward musical performance. There will also be an emphasis on solo or small group performance as well as fundamental music theory. The ensemble is co-curricular and rehearses one day after school per week and performs two concerts per school. Concert performances are mandatory. **PREREQUISITE:** Director Approval is required.

4. **Orchestra Major - Grades 9,10,11,12 - 6 periods - 1 credit**
Orchestra will be provided for those students currently involved in the string music curriculum. There will also be an emphasis on solo or small group performance as well as fundamental music theory. Orchestra is co-curricular, and may require evening rehearsals in preparation for school-sponsored musical events. Students are scheduled for sectional string lessons from study halls when possible. Concert performances are mandatory. **PREREQUISITE:** Prior string orchestral experience and director approval is required.
5. **Select Strings Minor - Grades 10,11,12 - 3 periods - .5 credit**
Students will focus on fundamentals of string playing technique for ensemble performance. This course will give students an opportunity for performances during and outside the school day which will be announced during the school year. Students are scheduled for sectional string lessons from study halls when possible. All performances are mandatory. **This course is by AUDITION only.**
6. **Select Strings Major (Honors) - Grades 10,11,12 - 6 periods - 1 credit**
Students will focus on fundamentals of string playing technique for ensemble and solo performance. There will also be a focus on leadership techniques for running a rehearsal. This is a co-curricular course and may have evening rehearsals as well as participation in scheduled performances during and outside the school day which will be announced during the school year. Students are scheduled for sectional string lessons from study halls when possible. All performances are mandatory. **This course is by AUDITION only.**

IX. NEW CONFERENCES AND WORKSHOPS

Mrs. Fazzini made a motion to approve Items A-B and Mrs. Earle seconded it. The motion passed 8-0.

- A. **Wendy Earle** and **Linda Fazzini**, School Board Members, to attend “*The NSBA 2021 Virtual Conference for Public Education Leaders*” from April 10, 2021 through April 12, 2021. The total cost for this virtual conference is \$1,350.00 (registration).
- B. **Khrystin Herb**, SAP Coordinator, to attend “*PASAP Virtual Conference*” from February 21, 2021 through March 21, 2021. Due to the virtual nature of this conference the various conference sessions will be available during the month timeline for participants to log in and view any of the sessions at their convenience. The total cost for this virtual conference is \$95.00 (registration). No substitute is needed.

X. OTHER BUSINESS

Mrs. Melton made a motion to approve Item A and Mrs. Fazzini seconded it. The motion passed 8-0.

- A. Administration recommends approval of the 2021-2022 school calendar.
(Attachment A6)

Mrs. Fazzini made a motion to approve Item B and Mrs. Earle seconded it. The motion passed 8-0.

- B. The following policies were approved:
 1. Policy #115 – PROGRAMS: Career and Technical Education **(Attachment A7)**
 2. Policy #124 – PROGRAMS: Alternative Instruction Courses **(Attachment A8)**
 3. Policy #125 – PROGRAMS: Adult Education **(Attachment A9)**
 4. Policy #126 – PROGRAMS: Class Size **(Attachment A10)**

5. Policy #203 – PUPILS: Communicable Diseases and Immunization (**Attachment A11**)
6. Policy #205 – PUPILS: Postgraduate Students (**Attachment A12**)
7. Policy #211 – PUPILS: Student Accident Insurance (**Attachment A13**)
8. Policy #212 – PUPILS: Reporting Student Progress (**Attachment A14**)
9. Policy #219 – PUPILS: Student Compliant Process (**Attachment A15**)
10. Policy #224 – PUPILS: Care of School Property (**Attachment A16**)
11. Policy #228 – PUPILS: Student Government (**Attachment A17**)
12. Policy #230 – PUPILS: Public Performances by Students (**Attachment A18**)

New Other Business

There was no vote as these policies were on for a first reading.

C. The following policies are submitted as a first reading:

1. Policy #103.1 – PROGRAMS: Nondiscrimination - Qualified Students with Disabilities (**ATTACHMENT A19**)
2. Policy #231 – PUPILS: Social Events and Class Trips (**ATTACHMENT A20**)
3. Policy #232 – PUPILS: Student Involvement in Decision-Making (**ATTACHMENT A21**)
4. Policy #234 – PUPILS: Pregnant/Married Students (**ATTACHMENT A22**)
5. Policy #252 – PUPILS: Dating Violence (**ATTACHMENT A23**)
6. Policy #301 – ADMINISTRATIVE EMPLOYEES: Creating a Position (**ATTACHMENT A24**)
7. Policy #313 – ADMINISTRATIVE EMPLOYEES: Evaluation of Employees (**ATTACHMENT A25**)
8. Policy #316 – ADMINISTRATIVE EMPLOYEES: Nontenured Employees (**ATTACHMENT A26**)
9. Policy #319 – ADMINISTRATIVE EMPLOYEES: Outside Activities (**ATTACHMENT A27**)

XI. INFORMATIONAL ITEM

Mrs. Zasowski read the informational item. No vote was needed.

- A. Effective January 1, 2021, the IRS mileage rate will be **56 cents per mile** which is a decrease from the 2020 rate of 57.5 cents per mile.

XII. BOARD COMMENT

There were no comments from the Board.

XIII. PUBLIC TO BE HEARD

Julie Mukherjee, Schwenksville, expressed concerns over 6-foot distancing not being maintained in grades 7-12.

Abby Deardorff, Royersford, thanked the board for their support of the nursing staff and allowing Trisha Smith to speak at the meeting.

Liz Rakoff, Collegeville, voiced her disappointment in the discussion tonight on ways to avoid health directives from the county.

Michael Lebieczinski, Royersford, expressed doubt that the Montgomery County Department of Public Health had any evidence to substantiate an in-school virus transmission occurred at the 5/6/7 Grade Center.

Lyndsie Olenoski, thanked the staff and administration at Oaks Elementary School and the 5/6 Grade Center for the ingenuity they have shown in teaching students who are in-person and virtual. She also thanked the nurses for the incredible job they are doing.

Maggie Youssef, Oaks, cautioned the board against rushing through the process of opening the school building again quickly following a closure.

Mr. DiBello clarified that no one indicated that they were rushing through anything and all that is being said is that if we go through all of the necessary steps and satisfied all of the requirements then the buildings be allowed to open at that point. Mrs. Melton added that this has all been confirmed with Mrs. Smith and she is supportive. Mrs. Zasowski advised that there were 2 different scenarios spoken about tonight, one of which is a building reaching a case count threshold which can result in the time out of school being shortened if contact tracing and building cleaning and disinfecting can be accomplished and the other scenario is if an in-school transmission occurs which will require a 14-day mandate shut down and that closure cannot be shortened.

John Yonchuk, Royersford, thanked Mrs. Trisha Smith for showing her vulnerability to the board yet again and stated that this is the second meeting in a row that she has presented and practically begged the board to be more strict about social distancing and following the guidelines for safety.

Lake Deyoc, Royersford, expressed that he was happy with schools re-opening as he felt online learning was inefficient. He added that the district cannot keep shutting down schools over and over as it was affecting students on an emotional level as well as an educational level. He asked if mid-terms would take place and the response was no. He again stressed the importance of students being in classrooms and interacting with their teachers.

XIV. ADJOURNMENT

Mr. DiBello made a motion to adjourn and Mrs. Fazzini seconded it. The motion passed 8-0. The meeting adjourned at 9:33 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

On November 9, 2020, the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Wendy Earle, Linda C. Fazzini and Dr. Margaret D. Wright
Region II: Clinton L. Jackson
Region III: Thomas J. DiBello, Christina F. Melton and Diane C. Sullivan
Presiding Officer: Colleen Zasowski
Superintendent: Dr. David R. Goodin
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Eshika Seth and Allison McVey

The following Board Member participated virtually: **David R. Shafer**

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

Mrs. Zasowski reminded the public of the maximum attendance capacity and the process for making public comments and asked that everyone show respect when commenting. She asked the board if they would be agreeable to moving the first 3 presentations ahead of public comment as sometimes that can be quite lengthy and there were some parents and students in attendance who were present and being recognized this evening. The board members agreed with the revision to the order of the meeting regarding the presentations.

Eshika congratulated the Girls' Tennis Team on their State Championship.

I. PRESENTATIONS

Mrs. Zasowski introduced Allison McVey as the new Student Representative to the School Board. She advised that Allison's essay and interview illustrated a dedicated and ambitious student who was highly recommended by her teachers. Mrs. Zasowski welcomed Allison to the board table.

- A. **Mrs. Colleen Zasowski**, School Board President, to introduce the new Student Representative to the School Board, **Allison McVey**.

Dr. Kollar introduced and recognized the students who were named as Commended Students 2021 National Merit Scholarship Program. He asked those that were able to be present to come forward as he called their name. They were presented with a certificate from the National Merit Scholarship Program in recognition of their accomplishment.

- B. **Dr. Jeff Kollar**, High School Principal to the Class of 2021, to recognize the following 19 students on being named as "Commended Students" in the 2021 National Merit Scholarship Program.

**Brendan Baganski
Gregory M. Bolton
Abigail B. Calvert
Katherine G. Fazzini
Joshua R. Hellauer
Nathan Kalish
Aayod Kaul
Julia S. Kotes
Kasey E. Linton**

**Aditya Madhu
Sam P. Ostrowski
Jessica Pan
Elizabeth M. Power
Alyssa M. Sharma
Trent M. Swanson
Lily A. Undercofler
Riley A. Wallace
Thomas D. Wirant
Owen C. Wright**

Dr. Kollar introduced and recognized the students who were named as Semi-Finalists in the 2021 National Merit Scholarship Program. He asked those that were able to be present to come forward as he called their name. They were presented with a certificate from the National Merit Scholarship Program in recognition of their accomplishment.

- C. **Dr. Jeff Kollar**, High School Principal to the Class of 2021, to recognize the following 4 students on being named as "Semi-Finalists" in the 2021 National Merit Scholarship Program.

**Gaurav Chawla
Anshika Gupta
Farnaz A. Khandaker
Jupjowt Singh**

II. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

Shannon Hetrick, Collegeville, expressed concern over class sizes for both virtual and in-person instruction.

John Yonchuk, Royersford, spoke of his disappointment with the continuation of the re-opening plan despite knowing that Montgomery County is now in the Substantial category.

Lyndsie Olenoski, Collegeville, expressed disappointment over the change in the re-opening plan and the communication of those changes.

Gabrielle Deardorff, Royersford, asked for clarification on the process for changing the re-opening plan.

Samantha Hall, Spring City, stated that perception of the survey was that it was binding and since there has been a change in the re-opening plan felt that a new survey should be done.

III. ACTION ITEMS

Mrs. Melton made a motion to approve Items A-E and Mr. DiBello seconded it. The motion passed 9-0.

- A. The Board approved **Resolution 2020-28** commending **Mia Matriccino**, a member of the Spring-Ford High School Girls' Tennis Team, for winning the 2020 Pioneer Athletic Conference (PAC) Girls' Tennis Singles Championship and qualifying for the PIAA District One Girls' Tennis Singles Tournament. **(Attachment A1)**

- B. The Board approved **Resolution 2020-29** commending the **Spring-Ford High School Girls' Tennis Team** and their coaches **Todd Reagan, Devon Staino** and **Karen Canuso** for winning the 2020 Pioneer Athletic Conference (PAC) Girls' Tennis Championship, the PIAA District One AAA Championship and the PIAA-AAA State Championship. **(Attachment A2)**
- C. The Board approved **Resolution 2020-30** commending the **Spring-Ford High School Girls' Soccer Team** and their coaches **Tim Raub, Rob Rooney, Jamie Mahar** and **Will Geosits** for winning the 2020 Pioneer Athletic Conference (PAC) Girls' Soccer Championship. **(Attachment A3)**
- D. The Board approved **Resolution 2020-31** commending the **Spring-Ford High School Football Team** and their coaches **Chad Brubaker, Steve Schein, Jim Mich, Chad Strickler, Gary Rhodenbaugh, Charles Nesley, Steve Entenman, Jim Algeo, Tyler Hartranft** and **Will Geosits** for winning the 2020 Pioneer Athletic Conference Football Championship. **(Attachment A4)**
- E. The Board approved **Resolution 2020-32** commending the **Spring-Ford High School Boys' Cross Country Team** and their coaches **David Cain, Danielle Stauffer, Matt Varady** and **Will Geosits** for winning the 2020 Pioneer Athletic Conference (PAC) Girls' Tennis Championship, the PIAA District One AAA Championship and the PIAA-AAA State Championship. **(Attachment A5)**

Dr. Goodin provided an update on the re-opening of school, spoke about class sizes and advised that for the most part we are within our class size range as outlined in the plan. He also provided information regarding the distancing between student desks in the classrooms. Mr. Rizzo provided the in-person class size average numbers for each building as well as the virtual class size averages. Dr. Goodin spoke of staff and bus driver shortages the district is experiencing and advised that everything is being done to work through these obstacles. Dr. Goodin spoke about Montgomery County now being in the Substantial category and stated that in his extensive conversations with other superintendents and county officials it is being found that the spread of the virus is not happening in schools because of the mitigation efforts that districts have in place such as wearing masks, students being socially distanced, and hand washing. He advised that the district is ready to open up on Thursday if the Board is willing to move forward with this and support it.

The Board spoke about students returning to school and further discussed class sizes, spacing between desks in the classrooms, staffing and substitute teacher shortages and the backup plans to deal with this, bus driver shortages and how bus routes will be impacted, food service plans, the air filtration system, health services and the quarantine room plans, the bus sanitization system, survey results and the potential for parents to change their decisions. It was stated that families of elementary kids were advised that students upon returning to school should not bring the district issued computers into school and explained that the reason this is this is being done is so that they have them in the event the district must return to an all-virtual model.

Dr. Goodin reminded everyone of the importance of wearing masks, practicing proper hand washing procedures and he issued caution to families for the upcoming holidays. He stated that it takes everyone working together to make this work. He also asked that parents not send any student to school if they are feeling ill and also asked that any staff member not feeling well stay home.

- A. **Dr. David R. Goodin**, Superintendent, to provide an Update on the Reopening of School.

IV. BOARD AND COMMITTEE REPORTS

Community Relations Colleen Zasowski 1st Tues. 6:30 p.m.

Mrs. Zasowski reported on the meeting that took place on November 4, 2020. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Extracurricular David Shafer 1st Tues. 7:30 p.m.

Mr. Shafer reported on the meeting that took place on November 4, 2020. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

WMCTC DiBello/Melton/Zasowski 1st Mon. 7:00 p.m.

Mrs. Melton reported that the Western Center Joint Operating Committee met on November 2, 2020 and discussed the cosmetology salon reopening with COVID protocols in place. She advised that the Western Center has reported that there have not been any transmissions in the building and that everyone was proud of how students and families have handled this. She added that the Western Center administration is sending out blast reminders every two days regarding the importance of wearing masks and staying home if not feeling well. Mrs. Melton advised that the Girls Night Out had been cancelled. She added that the Western Center did host a local Skills Leadership for their students and it was extremely successful. She advised that Andrew Rothermel has been providing support to the Western Center by filming vignettes for each of the programs offered in order to help them put together a virtual open house. She added that students will be able to select and view 3 programs of interest to them in order to help them evaluate and decide on what they may like to pursue upon enrolling at Western Center.

Mr. DiBello reported that there were two positions that were approved that he was not comfortable with the salaries and voted no on. He added that a food service person was being brought in with a salary of \$92,000 and a special education teacher with a salary of \$77,000. He stated that he did not get a good answer on why they were being brought in other than they were really good people and he was not happy with these expenditures. Mrs. Melton clarified that the food service hiring was for the head of the Culinary Department.

MCIU Thomas J. DiBello 4th Weds. 7:00 p.m.

There was no report since there was no meeting held in October.

Ad-Hoc Thomas DiBello (As Needed)

Mr. DiBello advised that he had no report as the Ad-Hoc Committee did not meet and stated that with everything constantly changing he was not sure where to go with the Ad-Hoc Committee.

PSBA Liaison David Shafer

There was no report.

Asst. Superintendent Rpt. Robert Rizzo

Mr. Rizzo reported that staff have been back in the buildings for a few weeks now. He stated that everyone is excited to have them back as it marks the next steps towards getting our school community closer to normal. He thanked the staff for all of the amazing work they have been doing since March to connect with our students. He added that he knows that there likely were some significant personal barriers many had to overcome to be back in the buildings to service our community and he thanked them for their dedication. Mr. Rizzo advised parents that regardless of whether they signed their child up for in-person, virtual, or cyber, that this Thursday marks the beginning of the next chapter in the 2020-2021 school year with the start

of Quarter 2. He advised that Quarter 1 is almost behind us and that everyone is excited to see what great things Quarter 2 and the rest of the year promises. Mr. Rizzo thanked all of the staff for working towards bringing some level of normalcy to the students and schools. He stated that we have been fortunate to gradually increase our offerings to our students, whether virtual or in person. He added that there are a lot of great things happening with our students and we are happy to create these memories whether they be athletic, academic, or artistic.

Solicitor's Report Mark Fitzgerald

There was no report.

V. MINUTES

There were no questions or comments.

- A. Administration recommends approval of the October 5, 2020 Special Board Meeting minutes. **(Attachment A6)**

VI. PERSONNEL

Mr. DiBello asked about Item C saying it seems like we are hiring teachers beyond the starting salary and he stated that the goal was not to do this. He asked about C2 and the funding from Title I and questioned whether that was just for this year and what would happen if this went away. Mrs. Leiss replied that it is based on programming needs and will be based on needs thereafter. Mr. DiBello asked for further explanation on whether the district could curtail the position if there was a drop in the need for this and Mr. Fitzgerald advised that the position could be curtailed. Mr. DiBello raised concerns over bringing in teachers above Step 1 and the Board Members indicated that they were comfortable with the decisions the Human Resource Department and Administration were making in getting the most qualified individuals at the salary that was most financially smart.

A. Resignations

1. **Colleen M. Deschamp**; Food Service Part-Time (3 hour/day), 5/6 Grade Center. Effective: November 6, 2020.
2. **Ann E. Richardson**; French/Spanish Teacher, Senior High School, for the purpose of retirement. Effective: February 2, 2021.
3. **Mary E. Sheehan**; Elementary Teacher, 5/6 Grade Center, for the purpose of retirement. Effective: December 23, 2020.
4. **Cheryl C. Viscardi**; Family and Consumer Science Teacher, 9th Grade Center for the purpose of retirement. Effective: January 4, 2021.
5. **Tiffany S. Williams**; Instructional Assistant, 5/6 Grade Center. Effective: November 3, 2020.

B. Leaves of Absence

1. **Beverly E. Reimund**; Elementary Teacher, 5/6 Grade Center, for an extension of Sabbatical Leave per Board Policy. Effective: February 1, 2021 through the 2020-2021 school year.

2. **Amanda M. Samperi**; Speech Therapist, Limerick Elementary, for a child-rearing leave of absence per the Professional Agreement. Effective: December 25, 2020 through the end of the 3rd marking period of the 2020-2021 school year.
3. **Jennifer B. Young**; Instructional Assistant, Royersford Elementary, for an unpaid leave of absence per Board Policy. Effective: December 31, 2020 (estimated date) for approximately 6-8 weeks.

C. Professional Staff

1. **Tara Carlo**; Art Teacher, 5/6 Grade Center, replacing Cheryl A. Kramer-Zabrecchi who retired. Compensation has been set at M, Step 5, \$54,673.00 with benefits per the Professional Agreement. Effective: November 23, 2020.
2. **Maria Castro**; Title I Math Teacher, Brooke Elementary School and Spring City Elementary School. Compensation has been set at M+30, Step 3, \$60,896.00 prorated with benefits per the Professional Agreement. Salary and benefits will be funded 100% through Title I. Effective: November 30, 2020.
3. **Jessica L. Mastromatto**; Elementary Teacher, Brooke Elementary School, replacing Rebecca H. Steiner who retired. Compensation has been set at M, Step 3, \$52,750.00 with benefits per the Professional Agreement. Effective: November 4, 2020.

D. Support Staff

1. **Emily A. Walker**; Instructional Assistant, Brooke Elementary School, replacing Danette M. Dewey who retired. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistants' Benefit Summary. Effective: November 12, 2020.

E. Change of Status

1. **Keith A. Bortz, Jr.**; Support Technician, Senior High School, to Software Specialist, District Office, replacing Kathleen Cox who resigned. Compensation has been set at \$55,000.00 prorated with benefits per the Administrative Support Benefit Summary. Effective: November 9, 2020.
2. **George D. Koloch**; Head Custodian, Upper Providence Elementary School, to Head Custodian, 5/6 Grade Center and 7th Grade Center, replacing Michael J. Barber who had a change of status. Compensation has been set at \$23.58 plus \$3.00 head custodian stipend per the Custodian Benefit Summary. Effective: November 23, 2020.

F. Substitutes

- | | | |
|------------------------------|-------------------|------------------|
| 1. Leanne M. Bath | Recess/Lunch Aide | Rate: 10.75/hour |
| 2. Kristen M. Cathers | Recess/Lunch Aide | Rate: 10.75/hour |
| 3. Kelly Connor | Recess/Lunch Aide | Rate: 10.75/hour |

G. Tenure Status

The individual listed below has completed three (3) years of satisfactory service as a temporary professional employee and is, therefore, entitled to tenure status:

1. Maura F. Groff

- H. Administration recommends approval of the attached extra-curricular contracts for the 2020-2021 school year. Payments of extra-curricular stipends shall be contingent upon the reopening of schools and the ability as determined by the Administration to provide such extra-curricular offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania. The district reserves the right to prorate or not pay stipends in the event of a school closure, school modification, and/or discontinuation of the activity due to pandemic or other events surrounding the pandemic.

(Attachment A7)

VII. FINANCE

Dr. Wright asked that Mr. Rizzo provide an explanation of Item G since this was such a large amount. Mr. Rizzo explained that this motion and additional funding was necessary due to the significant increase in Spring-Ford Cyber Learning enrollment. He also explained the savings of offering a Spring-Ford Cyber Program as opposed to students attending an outside cyber program.

- A. Administration recommends approval for next month's payroll, taxes, all benefits, transportation contracts, IU contracts, Vo-Tech payments, debt service payments, utility bills, maintenance agreements, copier leases, equipment maintenance, federal grants, insurance, and discounted invoices.

B. Checks:

- | | |
|---|-----------------|
| 1. <u>General Fund Checks</u> | |
| Check No. 211723 – 211965 | \$ 794,927.77 |
| 2. <u>Food Service Checks</u> | |
| Check No. 1982 – 2029 | \$ 2,852.50 |
| 3. <u>Capital Reserve Checks</u> | |
| Check No. 2092 | \$ 26,952.00 |
| 4. <u>General Fund, Food Service, & Capital Reserve and Projects ACHs</u> | |
| ACH 202100483 – 202100685 | \$ 2,481,505.66 |
| 5. <u>Wires</u> | |
| 202000041 – 202000054 | \$ 2,799,011.68 |

- C. The following monthly Board reports are submitted for your approval:

- Skyward Reports
 - Check Register (General Fund, Food Service, Capital Reserve, Capital Projects, Scholarships and Wires)
 - ACH Check Register (General Fund, Food Service, Capital Reserve, and Capital Projects)
 - Wires Register (General Fund, Food Service, Capital Reserve, and Capital Projects)

D. Administration recommends approval of the following independent contracts:

1. **Personal Health Care, Inc. – Valley Forge, PA.** Provide nursing services for a special needs student during the school day and/or on transportation during the 2020-2021 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$8,820.00.
 2. **Dr. Claudia Chernow - Dresher, PA.** Conduct a psychiatric evaluation for a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$2,500.00.
 3. **Capstone Academy – East Norriton, PA.** Provide educational and related services for a special needs student during the 2020-2021 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$88,200.00.
 4. **Education Alternatives for ABA, LLC, King of Prussia, PA.** Provide direct program supervision and direct applied behavior analysis services for a special needs student during the 2020-2021 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$12,000.00.
- E. Administration recommends approval of an addendum to the 3-year independent contract agreement (7/1/2020 – 6/30/2023) with Pediatric Therapeutic Services, Inc. in Conshohocken, PA which was board approved in June 2020. This addendum is necessary due to additional costs to provide speech and language services during a 16-week staff leave of absence. Funding will be paid from the Special Education Budget and shall not exceed \$41,400.00.
- F. Administration recommends approval of the renewal agreement with Spring Valley YMCA for the rental of their pool facilities for the District's Swim Team's practices. Funding will come from the Athletic Budget and shall not exceed \$14,000.00.
- G. Administration recommends the approval of additional funding to pay the per diem hourly rate for teachers providing instruction in Spring-Ford Cyber Learning beyond their contractual weekly hours. This is in addition to the original motion from the July 20, 2020 board meeting. It is an unbudgeted expenditure and will be funded from the Unassigned Fund Balance and shall not exceed \$450,000.00.

VIII. OTHER BUSINESS

A. The following policies are submitted as first readings:

1. Policy #115 – PROGRAMS: Career and Technical Education (**Attachment A8**)
2. Policy #124 – PROGRAMS: Alternative Instruction Courses (**Attachment A9**)
3. Policy #126 – PROGRAMS: Class Size (**Attachment A10**)
4. Policy #203 – PUPILS: Communicable Diseases and Immunization (**Attachment A11**)
5. Policy #205 – PUPILS: Postgraduate Students (**Attachment A12**)
6. Policy #211 – PUPILS: Student Accident Insurance (**Attachment A13**)
7. Policy #212 – PUPILS: Reporting Student Progress (**Attachment A14**)
8. Policy #219 – PUPILS: Student Compliant Process (**Attachment A15**)
9. Policy #224 – PUPILS: Care of School Property (**Attachment A16**)
10. Policy #228 – PUPILS: Student Government (**Attachment A17**)
11. Policy #230 – PUPILS: Public Performances by Students (**Attachment A18**)

IX. BOARD COMMENT

Mr. DiBello questioned the virtual class sizes talked about earlier tonight and suggested that possibly the coaches could be utilized to pick up some of the virtual learning classes in an effort to lessen the number of students in each class. Dr. Goodin indicated that this was an option considered but that there was a concern with the ability to have subs for any absences of professional staff members when needed on a day-to-day basis. Mr. Rizzo confirmed that the coaches are part of the solution but as stated administration wanted to make sure there was flexibility to use the coaches when needed for substitute coverage.

X. PUBLIC TO BE HEARD

Brian Ewing, Royersford, questioned how a day in class was going to look for students when they return and how people will be notified of potential close contact exposure.

Scott Hoffman, Royersford, asked what the new metric was for the district going back to all-virtual learning.

Annie Schlichter, Spring City, questioned how the district can possibly reopen in light of the email that went out today indicating there was a lack of busses, the cleaning is not fully in place yet and there is a shortage of substitutes. She requested that parents be permitted to change their decision on how their child will receive instruction.

Gabrielle Deardorff, Royersford, commented how impressed she was with the district nurses and their preparedness but was disheartened that they have not been included in these meeting conversations.

Erica Hermans, Royersford, expressed that the constantly changing information fosters distrust.

Kate Palladino, Royersford, commented that since the original plan of moving to a virtual model if the county is considered to be in the substantial classification is now changing that parents be permitted to change their decision on how their child will receive instruction.

Jerry Danouras, Royersford, spoke about and provided the current incident rates as of today for Montgomery County that he was able to calculate since the ones on the county website are over 10 days old.

Sarah Danouras, Royersford, talked about the COVID cases continuing to rise and wondered how the current educational plan adjust to accommodate teachers who may find the new plan unacceptable.

Carol Speers, Collegeville, asked that the district consider remaining on the path that Spring-Ford has laid out and stated that a return to all-virtual would be difficult for working parents.

Heather Staley, Spring City, clarified that when statistics for COVID cases is provided they are referring to positive test results but added that there have been false positives reported. She spoke of other districts who have had students return to school and have done so without any outbreaks.

XI. ADJOURNMENT

Mrs. Fazzini made a motion to adjourn and Mrs. Earle seconded it. The motion passed 9-0. The meeting adjourned at 10:04 p.m.

NOVEMBER 9, 2020

Respectfully submitted,

Diane M. Fern
School Board Secretary

On November 23, 2020, the Board Meeting of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:42 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Wendy Earle and Dr. Margaret D. Wright
Region II: Clinton L. Jackson and David R. Shafer
Region III: Thomas J. DiBello, Christina F. Melton and Diane C. Sullivan
Presiding Officer: Colleen Zasowski
Assistant Superintendent: Robert W. Rizzo
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Eshika Seth and Allison McVey

The following Board Member was present via Zoom: **Linda C. Fazzini**

ANNOUNCEMENTS

Mrs. Zasowski announced that the Board met in an Executive Session prior to tonight's meeting regarding personnel and security.

Mrs. Zasowski made a motion to remove Item VIII, C, from the agenda and hold it until the January meeting. Mrs. Earle seconded the motion. The motion passed 9-0. Item VIII, C, was removed from the agenda and will be placed on the January agenda.

Mrs. Zasowski noted that she was amending Item VI, D, 10, to include the language "pending solicitor approval". There was no objection by the board. The motion was amended.

Mrs. Zasowski reminded the public of the process for attendance at the meeting and for making public comments at the beginning and end of the meeting.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

Heather Bixler, Collegeville, encouraged the board to approve the additional funding for Spring-Ford Cyber Learning saying she and her family were very happy with this program.

II. PRESENTATIONS

Mr. McDaniel recognized the athletes, coaches and teams on their outstanding accomplishments during the fall season.

- A. Presentation of **Resolution 2020-28** commending **Mia Matriccino**, a member of the Spring-Ford High School Girls' Tennis Team, for winning the 2020 Pioneer Athletic Conference (PAC) Girls' Tennis Singles Championship and qualifying for the PIAA District One Girls' Tennis Singles Tournament. **(Attachment A1)**
- B. Presentation of **Resolution 2020-29** commending the **Spring-Ford High School Girls' Tennis Team** and their coaches **Todd Reagan, Devon Staino** and **Karen Canuso** for winning the 2020 Pioneer Athletic Conference (PAC) Girls' Tennis Championship, the PIAA District One AAA Championship and the PIAA-AAA State Championship. **(Attachment A2)**

- C. Presentation of **Resolution 2020-30** commending the **Spring-Ford High School Girls' Soccer Team** and their coaches **Tim Raub, Rob Rooney, Jamie Mahar** and **Will Geosits** for winning the 2020 Pioneer Athletic Conference (PAC) Girls' Soccer Championship. **(Attachment A3)**
- D. Presentation of **Resolution 2020-31** commending the **Spring-Ford High School Football Team** and their coaches **Chad Brubaker, Steve Schein, Jim Mich, Chad Strickler, Gary Rhodenbaugh, Charles Nesley, Steve Entenman, Jim Algeo, Tyler Hartranft** and **Will Geosits** for winning the 2020 Pioneer Athletic Conference Football Championship. **(Attachment A4)**
- E. Presentation of **Resolution 2020-32** commending the **Spring-Ford High School Boys' Cross Country Team** and their coaches **David Cain, Danielle Stauffer, Matt Varady** and **Will Geosits** for winning the 2020 Pioneer Athletic Conference (PAC) Girls' Tennis Championship, the PIAA District One AAA Championship and the PIAA-AAA State Championship. **(Attachment A5)**

Mr. Fink presented the 2021-2022 Proposed Preliminary Budget. He highlighted the preliminary and final budget timelines, the challenges in the budget preparation, the unknowns with the state budget, district expenditures and district revenues. Mr. Fink advised that the preliminary budget gap was approximately \$7.2 million but that additional work will be done on the budget to bring that amount down. He added that the Act 1 Index for 2021-2022 was 3% and that estimated referendum exceptions the district would apply for totaled around \$1.75 million.

- F. **James D. Fink**, Chief Financial Officer, to present the 2021-2022 Proposed Preliminary Budget for the Spring-Ford Area School District.

Mr. Rizzo presented the most recent available municipality data for COVID-19 rates. He advised that the district was currently observing week one of a two-week closure instituted by the Montgomery County Office of Public Health. He added that the district was already closed for the fall break this week and that next week all students will be virtual. Mr. Rizzo stated that there were new orders issued by Governor Wolf and that the impact of those orders on the district were still to be determined. He spoke about an attestation form that the district must complete basically stating that we are going to comply with the masking order, the reporting of cases, and contact tracing. Mr. Fitzgerald confirmed the information provided by Mr. Rizzo and added his expertise on the completion of the attestation form.

An update via Zoom was provided by Trisha Smith, School Nurse, regarding COVID exposure and the contact tracing processes to be completed by the school nurses.

Mr. Rizzo provided additional updates on technology, student schedules, school police additional duties with student drop offs and pick-ups, staffing and staffing shortages, and the training of virtual substitute teachers. Mr. Rizzo expressed his appreciation to the administration for keeping things up and running during these uncertain times. He also provided an update on bussing saying all routes and schedules have been established and are up and running smoothly.

The board spoke about and asked Mr. Rizzo to confirm that the district was following proper cleaning and sanitizing protocols. Mr. Rizzo confirmed that he had spoken with Mr. Hunter and was assured that the district had a regular daily cleaning practice and that all cleaning protocols were being followed. The board also discussed the exposure notification process, the understanding of camera use as it pertains to student participation in virtual classes, confusion over the instruction schedule for Wednesdays, how substitute shortages were being handled and the district's communication strategy if there is a need to remain virtual.

- G. **Dr. David R. Goodin**, Superintendent, to provide an update on the Delivery of Education in the Spring-Ford Area School District.

III. BOARD AND COMMITTEE REPORTS

Student Rep. Report Eshika Seth and Allison McVey

Eshika reported on events that took place which included the Thanksgiving break, virtual instruction through December 6th, National Honor Society inductions, student pictures, the senior gathering, the end of the first marking period, the start of the second marking period, the start of the hybrid model for grades 7-12, Limerick Elementary Camp Kindness Food Drive, Spring City Elementary Letters to the Troops, Marching Band Senior/Parent Night, Kutztown Instant Decision Day, Oaks Elementary Unity Day, High School Building Tours and Grades 1-4 Virtual Parent-Teacher conferences. Allison reported on upcoming events which included the start of winter sports, picture retakes, winter break, parent teacher conferences, the Future Planning Center Selective College Admission presentation, Spring City Elementary California Tortilla Fundraiser, ACT Testing, the Online Winter Concert, Faculty Recital Night, Junior Parent Future Planning Center presentation, Winter Guard Show, and the AP and Dual Enrollment Information Night.

Policy Colleen Zasowski 3rd Mon. 6:30 p.m.

Mrs. Zasowski reported on the Policy Committee meeting that took place on November 16, 2020. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Curriculum/Technology Linda Fazzini 3rd Mon. 7:30 p.m.

Mrs. Fazzini reported on the Curriculum and Technology Committee meeting that took place on November 16, 2020. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Finance Thomas DiBello 2nd Tues. 6:30 p.m.

Mr. DiBello reported on the Finance Committee meeting that took place on November 10, 2020. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Property Clinton Jackson 2nd Tues. 7:30 p.m.

Mr. Jackson reported on the Property Committee meeting that took place on November 10, 2020. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Legislative Committee Christina Melton 3rd Weds. 7:30 p.m.

Mrs. Melton reported that Governor Wolf signed into law House Bill 2536 as well as Senate Bill 1350 which provides Pennsylvania with a budget through June 30, 2021. She advised that the budget is flat funded as far as education goes but includes an additional \$200 million which is part of the Cares Act money and is owed to school districts for property tax reduction. Mrs. Melton stated that there will also be an expansion of the Early Intervention Programs for the remainder of the 2020-2021 school year. She reported that the budget itself is at approximately \$35.5 billion. Mrs. Melton advised that there are a couple of bills that are awaiting the governor's signature such as Senate Bill 1216, Senate Bill 835, House Bill 1342, and House Bill 1737. She added that school director email addresses was signed into law which requires that the email addresses for school directors be placed on the district website which Spring-Ford already does. Mrs. Melton announced that Senate Bill 530 which pertains to sexual assault in schools was also approved.

Discussion and clarification took place regarding the Keystone Exams.

Superintendent's Report Dr. David R. Goodin

Mr. Rizzo provided the superintendent's report on behalf of Dr. Goodin since he was unable to be at the meeting. Mr. Rizzo noted that there were four professionals listed on the agenda who are retiring and that their combined years of service in the district totaled 72 years. He thanked them for their service to the district and wished them well in their retirement. He wished everyone a great break, a great holiday and hoped that everyone is able to do their best to find joy.

Solicitor's Report Mark Fitzgerald

There was no report.

IV. MINUTES

Mr. DiBello made a motion to approve Items A-C and Mrs. Melton seconded it. The motion passed 9-0.

A. The Board approved the October 5, 2020 Special Board Meeting minutes. **(Attachment A6)**

NEW MINUTES

B. The Board approved the October 12, 2020 Work Session minutes. **(Attachment A7)**

C. The Board approved the October 26-27, 2020 Board Meeting minutes. **(Attachment A8)**

V. PERSONNEL

Mr. DiBello asked that Item H be separated and Mrs. Zasowski asked that Item E1 be separated.

Mr. Jackson made a motion to approve Items A-G minus E1 and Mr. Shafer seconded it. The motion passed 9-0.

Mrs. Melton made a motion to approve Item E1 and Dr. Wright seconded it. Mrs. Zasowski asked about the motion listed under Programming and Curriculum, Item VIII, Letter A, that was related to this motion and additional information was provided regarding funding of the consultant help. The motion passed 9-0.

Mr. DiBello made a motion to approve Item H and Mr. Jackson seconded it. Additional clarification was provided on a meeting to take place regarding PAC guidelines for winter sports participation. The motion passed 9-0.

A. Resignations

1. **Colleen M. Deschamp**; Food Service Part-Time (3 hour/day), 5/6 Grade Center. Effective: November 6, 2020.
2. **Ann E. Richardson**; French/Spanish Teacher, Senior High School, for the purpose of retirement. Effective: February 2, 2021.
3. **Mary E. Sheehan**; Elementary Teacher, 5/6 Grade Center, for the purpose of retirement. Effective: December 23, 2020.
4. **Cheryl C. Viscardi**; Family and Consumer Science Teacher, 9th Grade Center for the purpose of retirement. Effective: January 4, 2021.

5. **Tiffany S. Williams**; Instructional Assistant, 5/6 Grade Center. Effective: November 3, 2020.

New Resignations

6. **Cathy E. Bradfield**; Certified School Nurse, 8th Grade Center, for the purpose of retirement. Effective: February 1, 2021.
7. **Kathleen L. Mills**; Food Service Part-Time (3 hour/day), 5/6 Grade Center. Effective: November 6, 2020.
8. **Melanie A. Pierce**; Instructional Assistant, 5/6 Grade Center. Effective: December 3, 2020.
9. **Elizabeth E. Robillard**; Food Service Full-Time (6 hour/day), Royersford Elementary School. Effective: November 20, 2020.
10. **Kathryn E. Wilson**; Instructional Assistant, 8th Grade Center. Effective: November 23, 2020.

B. Leaves of Absence

1. **Beverly E. Reimund**; Elementary Teacher, 5/6 Grade Center, for an extension of Sabbatical Leave per Board Policy. Effective: February 1, 2021 through the 2020-2021 school year.
2. **Amanda M. Samperi**; Speech Therapist, Limerick Elementary, for a child-rearing leave of absence per the Professional Agreement. Effective: December 25, 2020 through the end of the 3rd marking period of the 2020-2021 school year.
3. **Jennifer B. Young**; Instructional Assistant, Royersford Elementary, for an unpaid leave of absence per Board Policy. Effective: December 31, 2020 (estimated date) for approximately 6-8 weeks.

C. Professional Staff

1. **Tara Carlo**; Art Teacher, 5/6 Grade Center, replacing Cheryl A. Kramer-Zabrecchi who retired. Compensation has been set at M, Step 5, \$54,673.00 with benefits per the Professional Agreement. Effective: November 23, 2020.
2. **Maria Castro**; Title I Math Teacher, Brooke Elementary School and Spring City Elementary School. Compensation has been set at M+30, Step 3, \$60,896.00 prorated with benefits per the Professional Agreement. Salary and benefits will be funded 100% through Title I. Effective: November 30, 2020.
3. **Jessica L. Mastromatto**; Elementary Teacher, Brooke Elementary School, replacing Rebecca H. Steiner who retired. Compensation has been set at M, Step 3, \$52,750.00 with benefits per the Professional Agreement. Effective: November 4, 2020.

D. Support Staff

1. **Emily A. Walker;** Instructional Assistant, Brooke Elementary School, replacing Danette M. Dewey who retired. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistants' Benefit Summary. Effective: November 12, 2020.

New Support Staff

2. **Maria C. Henderson;** Instructional Assistant, Upper Providence Elementary School, replacing Christina M. Giamo who resigned. Compensation has been set at \$16.36/hour with benefits per the Instructional Assistants' Benefit Summary. Effective: November 18, 2020.
3. **Aaron R. Rhoads;** Support Technician, 7th Grade Center, replacing Susan F. Yaroch who resigned. Compensation has been set at \$19.60/hour with benefits per the Support Technician Benefit Summary. Effective: November 18, 2020.
4. **Sharon L. Wiltsie;** Registered Nurse, Limerick Elementary School, replacing Amy L. Bonner who resigned. Compensation has been set at \$27.25/hour with benefits per the Registered Nurses Benefit Summary. Effective: November 30, 2020.

E. Change of Status

1. **Keith A. Bortz, Jr.;** Support Technician, Senior High School, to Software Specialist, District Office, replacing Kathleen Cox who resigned. Compensation has been set at \$55,000.00 prorated with benefits per the Administrative Support Benefit Summary. Effective: November 9, 2020.
2. **George D. Koloch;** Head Custodian, Upper Providence Elementary School, to Head Custodian, 5/6 Grade Center and 7th Grade Center, replacing Michael J. Barber who had a change of status. Compensation has been set at \$23.58 plus \$3.00 head custodian stipend per the Custodian Benefit Summary. Effective: November 23, 2020.

New Change of Status

3. **Andrew J. Coan;** Custodian, Upper Providence Elementary School, to Head Custodian, Upper Providence Elementary School, replacing George D. Koloch who had a change of status. Compensation has been set at \$22.58 plus \$1.50 head custodian stipend per the Custodian Benefit Summary. Effective: November 23, 2020.

F. Substitutes

- | | | |
|------------------------------|-------------------|--------------------|
| 1. Leanne M. Bath | Recess/Lunch Aide | Rate: \$10.75/hour |
| 2. Kristen M. Cathers | Recess/Lunch Aide | Rate: \$10.75/hour |
| 3. Kelly Connor | Recess/Lunch Aide | Rate: \$10.75/hour |

New Substitute

- | | | |
|---------------------------|-------------------|--------------------|
| 4. Eileen Morelock | Recess/Lunch Aide | Rate: \$10.75/hour |
|---------------------------|-------------------|--------------------|

G. Tenure Status

The individual listed below has completed three (3) years of satisfactory service as a temporary professional employee and was approved for tenure status:

1. **Maura F. Groff**

- H. The Board approved the attached extra-curricular contracts for the 2020-2021 school year. Payments of extra-curricular stipends shall be contingent upon the reopening of schools and the ability as determined by the Administration to provide such extra-curricular offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania. The district reserves the right to prorate or not pay stipends in the event of a school closure, school modification, and/or discontinuation of the activity due to pandemic or other events surrounding the pandemic. *New additions since the work session. **(Attachment A9)**

VI. FINANCE

Mr. DiBello made a motion to approve Items A-J and Mrs. Earle seconded it. Mrs. Zasowski noted that Item D10 was revised to include the language "pending solicitor approval". The motion passed 9-0.

- A. The Board approved next month's payroll, taxes, all benefits, transportation contracts, IU contracts, Vo-Tech payments, debt service payments, utility bills, maintenance agreements, copier leases, equipment maintenance, federal grants, insurance, and discounted invoices.

B. Checks:

- | | |
|---|-----------------|
| 1. <u>General Fund Checks</u> | |
| Check No. 211723 – 211965 | \$ 794,927.77 |
| 2. <u>Food Service Checks</u> | |
| Check No. 1982 – 2029 | \$ 2,852.50 |
| 3. <u>Capital Reserve Checks</u> | |
| Check No. 2092 | \$ 26,952.00 |
| 4. <u>General Fund, Food Service, & Capital Reserve and Projects ACHs</u> | |
| ACH 202100483 – 202100685 | \$ 2,481,505.66 |
| 5. <u>Wires</u> | |
| 202000041 – 202000054 | \$ 2,799,011.68 |

C. The following monthly Board reports were approved:

- Skyward Reports
 - Check Register (General Fund, Food Service, Capital Reserve, Capital Projects, Scholarships and Wires)
 - ACH Check Register (General Fund, Food Service, Capital Reserve, and Capital Projects)
 - Wires Register (General Fund, Food Service, Capital Reserve, and Capital Projects)

D. The Board approved the following independent contracts:

1. **Personal Health Care, Inc. – Valley Forge, PA.** Provide nursing services for a special needs student during the school day and/or on transportation during the 2020-2021 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$8,820.00.

2. **Dr. Claudia Chernow - Dresher, PA.** Conduct a psychiatric evaluation for a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$2,500.00.
3. **Capstone Academy – East Norriton, PA.** Provide educational and related services for a special needs student during the 2020-2021 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$88,200.00.
4. **Education Alternatives for ABA, LLC - King of Prussia, PA.** Provide direct program supervision and direct applied behavior analysis services for a special needs student during the 2020-2021 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$12,000.00.

New Independent Contracts

5. **Education Alternatives for ABA, LLC - King of Prussia, PA.** Compensation for 5.5 hours of Board-Certified Behavior Analysis and Applied Behavior Analysis services provided to a special needs student during the 2020 Extended School Year Program. Funding will be paid from the Special Education Budget and shall not exceed \$361.00.
 6. **Overbrook School for the Blind - Philadelphia, PA.** Provide Extended School Year services for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$5,500.00.
 7. **The Vanguard School – Malvern, PA.** Provide one-to-one assistant support for a special needs student during the 2020-2021 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$37,945.00.
 8. **Chester County Intermediate Unit – Downingtown, PA.** Provide school year services for a special needs student during the 2020-2021 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$40,320.00.
 9. **Chester County Intermediate Unit – Downingtown, PA.** Provide school year services for 6 special needs students during the 2020-2021 school year as per their IEPs. Services shall also include 3 one-to-one assistants. Funding will be paid from the Special Education Budget and shall not exceed \$245,700.00.
 10. **Lakeside Youth Service dba Lakeside Educational Network – North Wales, PA.** Provide one in-school counselor for the 2020-2021 school year, pending solicitor approval. Funding will be paid from the Special Education Budget and shall not exceed \$77,500.00.
- E. The Board approved an addendum to the 3-year independent contract agreement (7/1/2020 – 6/30/2023) with Pediatric Therapeutic Services, Inc. in Conshohocken, PA which was board approved in June 2020. This addendum is necessary due to additional costs to provide speech and language services during a 16-week staff leave of absence. Funding will be paid from the Special Education Budget and shall not exceed \$41,400.00.
 - F. The Board approved the renewal agreement with Spring Valley YMCA for the rental of their pool facilities for the District's Swim Team's practices. Funding will come from the Athletic Budget and shall not exceed \$14,000.00.

- G. The Board approved the additional funding to pay the per diem hourly rate for teachers providing instruction in Spring-Ford Cyber Learning beyond their contractual weekly hours. This is in addition to the original motion from the July 20, 2020 board meeting. It is an unbudgeted expenditure and will be funded from the Unassigned Fund Balance and shall not exceed \$450,000.00.

New Finance

- H. The Board approved making public the 2021-2022 Proposed Preliminary Budget for the required 20 days and advertise the Board's intent to adopt the Preliminary Budget on January 25, 2021.
- I. The Board approved the confidential settlement and release agreement **#2020-06** with the parents of a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$7,500.00.
- J. The Board approved the confidential settlement and release agreement **#2020-07** with the parents of a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$79,234.85.

VII. NEW PROPERTY

Mr. Jackson made a motion to approve Items A-B and Dr. Wright seconded it. The motion passed 9-0.

- A. The Board approved replacing the two (2) existing Avigilon NVR servers with Genetec servers and software at the High School thereby allowing the entire High School to be on one system, the Genetec System. Each server includes 5-year Genetec Advantage licenses, Active Directory, Plan Manager, and Threat Level Assessment licenses. Funding will come from the Capital Reserve Fund and shall not exceed \$106,200.00, PSX CoStars.
- B. The Board approved the installation of five (5) replacement cameras and Genetec licenses at the High School. The replacement of inoperable Avigilon Cameras and the installation of Hanwa PSX Cameras shall be funded from the Capital Reserve Fund and shall not exceed \$12,996.00, PSXD CoStars.

VIII. NEW PROGRAMMING AND CURRICULUM

Mrs. Fazzini made a motion to approve Item A and Ms. Sullivan seconded it. Discussion took place regarding the terms of the contract for this and it was determined that this contract approval would be contingent upon solicitor review and approval. The motion passed 6-3 with Mr. DiBello, Mrs. Zasowski and Mr. Jackson voting no.

- A. Administration recommends an agreement between Spring-Ford Area School District and Kathleen Cox for technology consulting services between November 24, 2020 and June 30, 2021, pending solicitor review and approval. The agreement will be for up to 150 hours of consulting services at a rate of \$50.00 per hour. Funding will come from the Technology Budget and shall not exceed \$7,500.00.

Mrs. Fazzini made a motion to approve Item B and Ms. Earle seconded it. Discussion took place on additional data being needed for a decision to be made on this motion. Mrs. Melton made a motion to table Item B and Ms. Sullivan seconded it. The motion passed 9-0. The motion was tabled.

- B. Administration recommends an agreement with EBS, Inc. of Media, PA for Information Technology Consultants. This is to extend the technology consultant services from

January 4, 2021 to June 1, 2021. These consultants will be used on an as-needed basis. Funding will come from the Unassigned Fund Balance and shall not exceed \$20,200.00.

There was no vote on Item C as it was pulled from the agenda by Mrs. Zasowski at the beginning of the meeting. It will be placed on the January agenda for approval.

- C. Administration recommends the purchase of a NAC (Network Access Controller) from SHI including installation, configuration, license and 3-year support contract. The total cost shall not exceed \$80,000.00 and will be self-finance from the Capital Reserve and repaid from the Technology Budget over the next 4 years.

Mrs. Melton made a motion to approve Item D and Mr. Jackson seconded it. The motion passed 9-0.

- D. The Board approved entering into a 3-year subscription agreement with Toshiba to utilize the DocuWare indexing software and storage solution as part of the modernization of the human resources and business offices pending contract approval by the solicitor's office. Costs of the project is as follows and shall be funded from the business and human resources office budgets: System and workflow set up, scanning and indexing of existing documents, and professional services time shall not exceed \$35,000.00; plus ongoing monthly software subscription cost of \$425.00 per month.

IX. NEW CONFERENCES AND WORKSHOPS

Mrs. Melton made a motion to approve Item D and Dr. Wright seconded it. The motion passed 9-0.

- A. **Katie Baker, Kristin Beideman, Melody Bish, John Blazusiak, Tanya Chambers, Brad Murlless, and Melissa Wobensmith**, School Counselors, to attend "*The Elephant in the Room: Assessment and Management of Suicide Risk During COVID-19*" on December 9, 2020 via Zoom through the Montgomery County Intermediate Unit. The total cost of this virtual conference is \$30.00 per person for a total of \$210.00 (registration).

X. OTHER BUSINESS

Mrs. Melton asked that going forward the board be given a draft showing what changes were made to the policies being submitted for approval.

- A. The following policies are submitted as first readings:

1. Policy #115 – PROGRAMS: Career and Technical Education (**Attachment A10**)
2. Policy #124 – PROGRAMS: Alternative Instruction Courses (**Attachment A11**)
3. Policy #126 – PROGRAMS: Class Size (**Attachment A12**)
4. Policy #203 – PUPILS: Communicable Diseases and Immunization (**Attachment A13**)
5. Policy #205 – PUPILS: Postgraduate Students (**Attachment A14**)
6. Policy #211 – PUPILS: Student Accident Insurance (**Attachment A15**)
7. Policy #212 – PUPILS: Reporting Student Progress (**Attachment A16**)
8. Policy #219 – PUPILS: Student Compliant Process (**Attachment A17**)
9. Policy #224 – PUPILS: Care of School Property (**Attachment A18**)
10. Policy #228 – PUPILS: Student Government (**Attachment A19**)
11. Policy #230 – PUPILS: Public Performances by Students (**Attachment A20**)

New Other Business

The following policies are additions as first readings:

12. Policy #125 – PROGRAMS: Adult Education (**Attachment A21**)
13. Policy #204 – PUPILS: Attendance (**Attachment A22**)

XI. BOARD COMMENT

Mrs. Zasowski commented that she believes the board lacks consistency at their committee meetings with regards to board members commenting at those meetings. The board members were in agreement that any board member should be permitted to make comment at any time during a committee meeting but that only those board members assigned to that committee should be permitted to make recommendations.

Mrs. Melton, expressed that district staff, the administration, the students and their families have done an amazing job this school year in managing the transitions that have taken place this year. She expressed her thanks to everyone and wished that everyone take time to enjoy their time together as a family over the upcoming Thanksgiving holiday.

XII. PUBLIC TO BE HEARD

Mary Jo Mcnamara, Royersford, spoke about the attestation, mask compliance, updating metrics the district provides by school level, the teacher and technology roll out, technology consultants, the virtual Wednesday schedule, communication of cleaning protocols, the unassigned funding and the school counselors providing feedback on the conference they were approved to attend.

Amy Billetta, Royersford, expressed her support of Mr. DiBello's comments on the notification process for positive COVID-19 cases in classrooms as well as making sure everyone understands the definition of close contact.

Michael Lebiedzinski, Royersford, asked for clarification on the COVID information provided in Mr. Rizzo's report citing information from several sources.

XIII. ADJOURNMENT

Mr. DiBello made a motion to adjourn and Mr. Jackson seconded it. The motion passed 9-0. The meeting adjourned at 10:55 PM.

Respectfully submitted,

Diane M. Fern
School Board Secretary

On December 7, 2020 the Reorganization Meeting of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Wendy Earle, Linda C. Fazzini and Dr. Margaret D. Wright
Region II: Clinton L. Jackson, David R. Shafer and Colleen Zasowski
Region III: Thomas J. DiBello, Christina F. Melton and Diane C. Sullivan
Presiding Officer: Diane Fern (School Board Secretary)
Superintendent: Dr. David R. Goodin
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Eshika Seth and Allison McVey

- I. **CALL TO ORDER AND ATTENDANCE** (By Diane Fern, Board Secretary)
Board Secretary, Mrs. Fern, opened the meeting with the call to order and the recording of the attendance.
- II. **PLEDGE OF ALLEGIANCE**
The Pledge of Allegiance was recited.
- III. **PURPOSE OF THE MEETING** (By Mark Fitzgerald, Solicitor)
Mr. Fitzgerald explained that the Pennsylvania School Code requires that annually during the first week of December the Members of the School Board meet and reorganize.
- IV. **PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY**
There were no public comments on agenda items only.
- V. **NOMINATION AND ELECTION OF TEMPORARY BOARD PRESIDENT**
Mrs. Fern opened the floor for nominations of a Temporary Board President. Mrs. Earle nominated Mrs. Fazzini. There were no other nominations. Mrs. Fazzini was elected as the Temporary Board President by a vote of 9-0.
- VI. **NOMINATIONS AND ELECTION FOR THE OFFICE OF BOARD PRESIDENT**
Mrs. Fazzini opened the floor for nominations of a Board President. Dr. Wright nominated Mrs. Zasowski. There were no other nominations. Mrs. Fazzini made a motion to close the nominations and Mrs. Melton seconded it. The motion to close nominations passed 9-0. Mrs. Zasowski was elected as the Board President by a vote of 9-0.
- VII. **NOMINATIONS AND ELECTION FOR THE OFFICE OF BOARD VICE PRESIDENT**
Mrs. Zasowski opened the floor for nominations of a Board Vice President. Mrs. Fazzini nominated Mrs. Melton. There were no other nominations. Mrs. Earle made a motion to close the nominations and Mrs. Fazzini seconded it. The motion to close nominations passed 9-0. Mrs. Melton was elected as the Board Vice President by a vote of 8-1 with Mr. Jackson voting no.

- VIII.** The Board President shall designate a **Member** and an **Alternate** to serve on the **Montgomery County School Directors Legislative Committee**. This committee is sponsored by the Montgomery County Intermediate Unit Board of Directors to provide a forum in which local directors can learn about legislative issues, which can affect education in Montgomery County. **Christina Melton** presently serves in this capacity and **Mr. DiBello** serves as the alternate.

Mrs. Zasowski designated Mrs. Melton to continue as the representative to the Montgomery County School Directors Legislative Committee and Mr. DiBello to serve as the alternate.

- IX.** The Board shall appoint a **PSBA Liaison** to represent the Spring-Ford Area School District. **David R. Shafer** presently serves as the representative.

Mrs. Zasowski asked if Mr. Shafer wished to continue serving as the PSBA Liaison and he stated that he did. Mrs. Zasowski asked if anyone else was also interested in this position and no one expressed interest. The Board elected Mr. Shafer to serve as the PSBA Liaison by a vote of 9-0.

- X.** The Board shall appoint a **Representative** to the **Spring City American Legion**. **Mr. DiBello** presently serves as the representative.

Mrs. Zasowski asked if Mr. DiBello wished to continue serving as the Representative to the Spring City American Legion and he stated that he did. Mrs. Zasowski asked if anyone else was also interested in this position and no one expressed interest. The Board elected Mr. DiBello to serve as the Representative to the Spring City American Legion by a vote of 9-0.

- XI. VOCATIONAL-TECHNICAL SCHOOL JOINT OPERATING COMMITTEE MEMBERS**
Members of the Joint Operating Committee for the Area Vocational-Technical School serve three-year terms. One term expires each year to assure continuity in the operation of the joint program. The most recent representatives and the date of expiration for their terms are as follows:

Christina F. Melton	2020
Thomas J. DiBello	2021
Colleen Zasowski	2022

Mrs. Melton nominated Mrs. Earle to serve as the Vocational-Technical School Joint Operating Committee Member for the term expiring in 12/2023. There were no other nominations. Mrs. Fazzini made a motion to close the nominations and Ms. Sullivan seconded it. The motion to close the nominations passed 9-0. Mrs. Earle was elected by a vote of 9-0 to serve as the Vocational-Technical School Joint Operating Committee Member for the three-year term expiring 12/2023.

Mrs. Melton made a motion to approve the attached Listing of Work Session/Board Meeting dates for 2021 and Mrs. Fazzini seconded it. The motion passed 9-0.

- XII.** The Board approved the attached Listing of Work Session/Board Meeting Dates for 2021. **(ATTACHMENT A1)**

Since Mrs. Zasowski was re-elected as the Board President the motion to authorize her signature was not needed so no vote took place.

- XIII.** Board approval is needed to authorize the signature of _____ as the Board President so that he/she can sign all documentation on behalf of the Board.

XIV. DISCUSSION ITEMS

Dr. Goodin provided his reasoning for not having students return to the classroom today as previously conveyed to parents saying his decision was based out of an abundance of caution. He spoke about the high COVID numbers in the community and explained what the district must do if we choose to have in-person learning while the county is in the substantial designation. He also explained that buildings may be forced to close without much notification and students will then have to move to virtual learning if certain percentages are attained over a 14-day period. He also explained that this could also occur due to a potential functional closure which could be triggered if there is a staffing shortage or bussing shortages.

Discussion took place on how the communication of today's plans could have been better handled and whether there was any communication sent out to families and staff about the return to school tomorrow. It was advised that the communication was currently going out to everyone.

Mr. Rizzo spoke about updates that have taken place with regards to classroom and building COVID notifications and the notification process. Mr. DiBello questioned why the notification process was different at the 7-12 grade level and Mr. Rizzo explained the reasoning citing a concern for violating confidentiality of the individual who tested positive. DiBello made a motion to direct administration to provide the same notification that is currently used in the elementary level at the secondary level. Mr. Fitzgerald advised that a motion was not needed that the board could just give administration a directive to do this. The Board gave the administration the directive to institute the same notification process that was currently in place at the elementary level which includes notifying the family of every student in the classroom with an individual who tests positive.

Mr. Rizzo showed the newly created COVID Dashboard that could be found on the district's website. He advised how attendance would be taken and student absence excuses. He spoke about the work being done by the Transportation Department and how the bussing company will deal with driver shortages. Discussion also included the use of the new sanitization system that has been purchased and installed.

Mr. McDaniel spoke about winter sports with regards to the PAC/PIAA position and the district's position on sporting activities taking place. It was clarified that in the event of a building shutdown that this would also include any extracurricular activities associated with that building.

Mr. Rizzo lastly spoke about Keystone Exams and the fact that students will not be required to take the exams but it was still unclear on the impact this would have on graduation requirements. He advised that once he has this information, he will be sure to relay it.

Dr. Goodin was asked about plans for 3rd marking period and he advised that the only difference from the current model would be if the board were to decide to have grades 7-12 return to buildings five-days-a-week full-time as the elementary grades are currently doing but he was not recommending that we do this now with the current community COVID rates but rather start looking at what the next steps will be. It was decided that discussion on this would occur at the January Work Session which will take place the 2nd week of January but that the planning could begin now. There was a discrepancy over the GANTT Charts for planning the return of students back to school and whether something different such as a project plan existed and was available for board members to view.

XV. PUBLIC TO BE HEARD

Mary Jo Mcnamara, Royersford, expressed her frustration and disbelief over the reason schools remained virtual today.

Mike Lebieczinski, Royersford, commented that there was an erosion of trust in the community towards administration.

Chrissy Pergine, Limerick, expressed an interest in knowing the average number of kids in a high school class and asked that the mental health of kids be taken into consideration.

Craig Tinneny, Collegeville, stated that he has seen personally how far behind the district is when talking about risk assessment and children's mental health.

Lake Deyoc, Royersford, commented that he was glad to be returning to school tomorrow and that his online experience has not been a good one.

Katie Poeth, Royersford, spoke about her child's disappointment over not returning to school today.

Mary Giovanni, Phoenixville, stated that the school district is taking a hit and losing respect in the real estate market due to students not being in school.

Gary Wheaton, Collegeville, expressed frustration over the lack of consistent communication.

Kristen Kovacs, Collegeville, said she was upset over less than ½ a day to prepare for her students not going to school today and felt that there were inconsistencies in the messages relayed by the administration.

Elaine Moore, Royersford, was advised by Mr. Fitzgerald that she needed to speak with her administrator regarding her concerns as her comments were being made as an employee and not as parent or resident.

Chris Martinez, Royersford, spoke of the lack of trust for the administration.

Ed Hudak, Schwenksville, commented on the change in the communication regarding the students returning to school today.

Abby Deardorff, Royersford, requested that the district nurses speak at the board meetings.

Scott Hoffman, Royersford, asked that the virtual option remain throughout the entire school year.

Farrah Aversano, Collegeville, questioned what happened to the Ad-Hoc Committee and the community members who volunteered to serve on the sub-committee.

John Raber, Schwenksville, was advised by Mr. Fitzgerald that he needed to speak with building staff regarding his concerns as his comments were being made as an employee and not as parent or resident.

Erica Love, Royersford, urged the board to consider continuing virtual learning until the county is out of substantial and the infection rates are under control.

Derrick Gilbert, Phoenixville, expressed disappointment over the board permitting the level of adversity being expressed tonight and urged people to work together.

Caroline Myer, Royersford, spoke about the rise in COVID cases and felt that schools reopening was not a safe option.

Krista Weiss, Spring City, questioned why students are not back in school full-time since other districts are able to be back.

Maggie Swahl, Royersford, asked that the district provide licensed psychologists to assist students and staff dealing with mental health issues.

Julie Mukherjee, Schwenksville, felt the board members should visit schools in order to fully understand and be able to visualize what 25 students in a room looks like.

Kristin Morris, Royersford, expressed support of decisions Dr. Goodin and the board are making and asked parents to do their job in keeping their kids safe.

John Osborne, Schwenksville, advised that as of now there has not been a Skylert sent out regarding students returning back to school tomorrow.

Heather Staley, Spring City, urged the administration and board to follow the facts and not just the fear.

Jordan Popky, Limerick, stated that she was disappointed in the decision to open tomorrow and felt the constant switch was not good for students and staff and that the district should remain virtual.

Erica Hermans, Royersford, expressed that she felt it was premature to look at the decision for the next marking period as the metrics for February are not known as of now.

XVI. BOARD COMMENT

Dr. Wright thanked all members of the public who provided their comments. She expressed appreciation to Mr. DiBello for his service as the Board Vice President and welcomed Mrs. Melton as the new Vice President. Dr. Wright commented that she was not opposed to the Board looking at plans for bringing more students into the buildings but felt it was necessary to maintain the virtual option throughout the entire school year.

Mr. DiBello said he wanted to clarify that it was not stated tonight that the board would be doing away with the virtual option and he agreed with Dr. Wright that it needed to be maintained throughout the remainder of the year.

XVII. ADJOURNMENT

Mrs. Earle made a motion to adjourn and Mr. Shafer seconded it. The motion passed 9-0. The meeting adjourned at 9:43 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

2021 SCHEDULE OF MEETING DATES

SPRING-FORD AREA SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS

**ALL WORK SESSIONS AND BOARD MEETINGS WILL BE HELD
IN THE SENIOR HIGH SCHOOL CAFETERIA ON THE SECOND AND FOURTH
MONDAYS OF THE MONTH AT 7:30 P.M.
UNLESS DESIGNATED OTHERWISE.**

	<u>WORK SESSION</u>	<u>BOARD MEETING</u>
JANUARY	11	25
FEBRUARY	8	22
MARCH	8	22
APRIL	12	26
MAY	10	24
JUNE	14	28
JULY	Emergency Only as Called by the Board President Or Superintendent of Schools	
AUGUST	9	23
SEPTEMBER	13	27
OCTOBER	11	25
NOVEMBER	8	22
DECEMBER	6 (Organizational meeting and board meeting)	13 (Optional)

**2020-2021 EXTRACURRICULAR CONTRACTS
JANUARY 2021**

	Contract Title	Season	Last	First	Stipend
1	HS Club #27- Ultimate Frisbee Club Advisor	Winter	Horne	Rodger J.	\$402.00
2	Indoor Winter Color Guard Coach-HS	Winter	Marone	Danielle M.	\$3,197.00
3	Academic Decathlon Coach-HS	Winter	McAnallen	Erin L.	\$1,028.00
4	Academic Decathlon Coach-HS	Winter	Miscavage	Susan	\$1,028.00
*5	Asst. Track Coach-Girls' & Boys'-Winter-HS	Winter	Short	Amy S.	\$5,189.00
6	5/6 Club #10- Lego Club	Spring	Ahlberg	Alix L.	\$402.00
7	Director of the Spring Production - Musicale -HS	Spring	Cifelli	Alexander	\$5,760.00
8	Spring Musical Piano - HS (1/2 Contract)	Spring	Cifelli	Alexander	\$1,000.00
9	Choreographer Spring Musical - HS	Spring	Colgan	Caitlyn H.	\$3,000.00
10	Music Director (Spring)- HS	Spring	Perry	Joseph	\$3,000.00
11	Spring Musical Orchestra Director - HS	Spring	Perry	Joseph	\$2,200.00
12	Spring Musical Piano - HS (1/2 Contract)	Spring	Perry	Joseph	\$1,000.00
*13	Set Designer -All Productions-HS (1/2 Contract)	Spring	Swartz	Heidi R.	\$800.00
*14	eSAP Coordinator – Brooke Elementary	Year	Bates	Katie A.	\$402.00
15	7th Gr. Club #1- Reading Olympics – 5/6	Year	Carfagno	Tina M.	\$402.00
*16	HS Club #9- FCS Advisor- HS (1/2 Contract)	Year	Flad	Deborah	\$201.00
17	Friends in the Community-MS (1/3 Contract)	Year	Flynn	Patricia B.	\$368.00
*18	eSAP Coordinator – Upper Providence Elementary	Year	Hauseman	Jessica A.	\$402.00
*19	7 th Gr. Club #8- Aavidum Club	Year	Heiman	Amy R.	\$402.00
*20	eSAP Coordinator – Limerick Elementary	Year	Hughes	John T.	\$402.00
*21	Scoreboard Operator (as needed)	Year	Huntington	Stacey C.	\$50/game
22	5/6 Club #7- Reading Olympics - 5/6	Year	Kirby	Yvonne N.	\$402.00
*23	eSAP Coordinator – Oaks Elementary	Year	McVey	Jennifer L.	\$402.00
*24	eSAP Coordinator – Royersford Elementary	Year	Michael	Robyn J.	\$402.00
*25	eSAP Coordinator – Spring City Elementary	Year	Moran	Jennifer	\$402.00
26	Art Consultant - Gr. 7	Year	Moyer	Christina M.	\$936.50
27	5/6 Club #5- Morning Announcements Club	Year	Noecker	Jessica M.	\$402.00
*28	eSAP Coordinator – Evans Elementary	Year	Sullivan	Donna A.	\$402.00



SPRING-FORD AREA SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

857 SOUTH LEWIS ROAD, ROYERSFORD, PA 19468

RESOLUTION 2021-01

ADMINISTRATION

Dr. David R. Goodin
Superintendent

Robert W. Rizzo
Assistant Superintendent

BOARD OF DIRECTORS

Colleen Zasowski
Board President

Thomas J. DiBello
Board Vice President

Wendy Earle
Region I

Linda C. Fazzini
Region I

Clinton L. Jackson
Region II

Christina F. Melton
Region III

David R. Shafer
Region II

Diane C. Sullivan
Region III

Dr. Margaret D. Wright
Region I

WHEREAS, the Tax Collectors of Limerick Township and Upper Providence Township, Royersford Borough and Spring City Borough all collect taxes for the Spring-Ford Area School District, and

WHEREAS, the Board of School Directors wish to revise their compensation beginning with the next tax collectors term beginning in the 2022-23 school year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The annual base rate shall be paid in accordance with the following schedule:

Limerick Township	\$2,000.00
Upper Providence Township	\$2,000.00
Royersford Borough	\$2,000.00
Spring City Borough	\$2,000.00
2. The annual base rate will be paid quarterly in the first regular payroll of each calendar quarter beginning in July of each school year.
3. In addition to the base rate, Tax Collectors will be compensated at a rate of \$3.00 for each Real Estate Tax bill.
4. The Tax Collectors will be compensated at a rate of \$2.50 for each interim bill.
5. Where a taxpayer that is permitted to pay a particular tax in installments and chooses to do so, the Tax Collectors will be compensated at the rate of \$1.00 for the 2nd & 3rd installment.
6. Payments to the Tax Collectors shall be paid equally over 26 pay periods based on the number of real estate tax bills generated from the tax duplicate at the beginning of each tax-year. Payments for the generation of interim tax bills and the receipt of installment payments shall be made monthly in arrears as incurred.
7. The Tax Collectors shall have their compensation reduced as a result of not remitting funds on a timely basis and in accordance with District Policy for tax monies that have been collected but not remitted. The deduction shall be interest-calculated on the base of 6% per annum for each day of the total amount of funds not remitted in accordance with said regulations.
8. The School District reserves the right to conduct an independent audit on a random basis of Tax Collector's records to insure strict adherence to the District's policies and to the current tax collection laws as last amended.

By: _____

Diane M. Fern
Board Secretary

Date

By: _____

Colleen Zasowski
Board President

Date

SPRING-FORD AREA SCHOOL DISTRICT

2021-2022 SCHOOL CALENDAR

JULY 2021	AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021
S M T W TH F S	S M T W TH F S	S M T W TH F S	S M T W TH F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4	1 2
4 5 6 7 8 9 10	8 9 10 11 12 13 14	5 6 7 8 9 10 11	3 4 5 6 7 8 9
11 12 13 14 15 16 17	15 16 17 18 19 20 21	12 13 14 15 16 17 18	10 11 12 13 14 15 16
18 19 20 21 22 23 24	22 23 24 25 26 27 28	19 20 21 22 23 24 25	17 18 19 20 21 22 23
25 26 27 28 29 30 31	29 30 31	26 27 28 29 30	24 25 26 27 28 29 30
			31
NOVEMBER 2021	DECEMBER 2021	JANUARY 2022	FEBRUARY 2022
S M T W TH F S	S M T W TH F S	S M T W TH F S	S M T W TH F S
1 2 3 4 5 6	1 2 3 4	1	1 2 3 4 5
7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8	6 7 8 9 10 11 12
14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15	13 14 15 16 17 18 19
21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22	20 21 22 23 24 25 26
28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29	27 28
		30 31	
MARCH 2022	APRIL 2021	MAY 2022	JUNE 2022
S M T W TH F S	S M T W TH F S	S M T W TH F S	S M T W TH F S
1 2 3 4 5	1 2	1 2 3 4 5 6 7	1 2 3 4
6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11
13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18
20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30

LEGEND

- Schools and Offices Closed
- No School for Students or 10-Month Employees
- In-Service Day, No School for Students
- First Day of School
- Last Day of School

DAYS OF INSTRUCTION

Student Days: 180
Teacher Days: 190
12-Month Emp.: 261

- August 25-27: In-Service Day
- August 30: First Day of School!
- September 6: Labor Day, Schools/Offices Closed
- September 7: No School for Students or 10-Month Employees
- September 16: No School for Students or 10-Month Employees
- October 11: In-Service Day, No School for Students
- November 2: In-Service Day, No School for Students
- November 22-23: Parent/Teacher Conferences, No School for Students
- November 24: No School for Students or 10-Month Employees
- November 25-26: Schools/Offices Closed
- December 24-31: Schools/Offices Closed
- January 17: Martin Luther King Jr. Day, Schools/Offices Closed
- February 18: Parent/Teacher Conferences, No School for Students

- February 21: President's Day, Schools/Offices Closed
- April 13: No School for Students or 10-Month Employees
- April 14-18: Spring Break, Schools/Offices Closed
- May 17: In-Service Day, No School for Students
- May 30: Memorial Day, Schools and Offices Closed
- June 10: Last Day of School
- June 13: Last Day for Teachers

This year, Spring-Ford Area School District will have one built in Snow Day (April 13, 2021) and will use Flexible Instruction Days (FID) in place of emergency days. If there is a need to call a Snow Day, the first Snow Day of the year will be a "traditional" Snow Day and April 13 will change to an In-Person school day. Spring-Ford has been approved to use up to five FID in the 2021-2022 school year. FID's will be used for any additional weather or emergency related closure.

Book	Policy Manual
Section	100 Programs
Title	Career and Technical Education
Code	115
Status	
Adopted	
Last Revised	

Authority

The Board shall provide a program of vocational-technical education in order to: [\[1\]\[2\]\[4\]\[6\]\[15\]](#)

1. Prepare students for gainful employment as skilled workers or technicians in recognized, new and emerging occupations.
2. Prepare students for enrollment in advanced or skilled career and technical education programs and postsecondary education programs.
3. Assist students in choosing meaningful career pathways.

The Board shall ensure that all students and persons in parental relations are informed of the student's right to participate in vocational-technical education programs and courses and that students with disabilities enrolled in such programs are entitled to services under state and federal laws and regulations. [\[1\]\[16\]\[17\]\[18\]\[19\]](#)

All students participating in career and technical programs sponsored or supervised by the Board shall be considered regularly enrolled in district schools and shall be subject to Board policies and district administrative regulations and rules.

The Board shall support a program of technical education which may include:

1. Technical courses of study interwoven and articulated throughout the curriculum of the school. [\[1\]\[4\]\[15\]](#)
2. A work-study program for the employment of qualified students in public agencies and institutions. [\[5\]](#)
3. A cooperative education program to offer students experience in private employment. [\[1\]\[3\]\[5\]\[20\]](#)
4. Attendance at the Western Montgomery Career and Technical Center (WMCTC) and participation in a cooperative program of career development. [\[1\]\[6\]\[7\]\[15\]](#)

In order to maintain a program of technical education, the Board shall:

1. Approve the content, organization and assessment standards of all courses stated in the Comprehensive Plan.[\[1\]](#)[\[8\]](#)
2. Approve the placement of students in work-study and career preparatory programs and supervise the nature and conduct of their employment.[\[1\]](#)[\[20\]](#)
3. Operate programs in compliance with the current state plan for technical education.[\[1\]](#)[\[9\]](#)[\[21\]](#)
4. Employ and supervise certified district technical staff.[\[10\]](#)[\[14\]](#)[\[22\]](#)
5. Provide adequate facilities and equipment for maintenance of the district's program.
6. In cooperation with the Western Montgomery Career and Technical Center, establish the number of credits to be awarded toward graduation for technical education courses of study and for cooperative education programs.

The Board shall establish appropriate advisory committees to advise the Board, administration and staff concerning the aspects of the educational program delegated to each committee.[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[23\]](#)[\[24\]](#)

Delegation of Responsibility

The Superintendent or designee shall be responsible for developing procedures which ensure that:

1. All district programs are operated in conformance with the current state plan for technical education and State Board regulations.[\[1\]](#)[\[9\]](#)[\[20\]](#)
2. All district teachers are properly certified for their specific technical teaching assignments.[\[20\]](#)
3. All approved planned instruction is carried out.
4. Students participating in cooperative education programs are not exploited, illegally employed, or employed under conditions that fail to safeguard their health and interests.
5. Development of district technical curricula is integrated with a continuing assessment of the employment demands of the community and the state, as well as the needs and interests of students.
6. Students and persons in parental relations are informed that admission to technical education programs is accessible to regularly enrolled students, in accordance with established criteria for admittance.[\[1\]](#)[\[2\]](#)[\[9\]](#)[\[25\]](#)

The Superintendent shall seek and utilize all available state, federal, and private sources of revenue for the financial support of technical education.

All students participating in technical programs supervised by this Board or in technical programs sponsored by this Board are considered to be regularly enrolled in district schools and are subject to the policies and rules of the Board, and jointly established policies and rules of this district and the Western Center.

Guidelines

Child Abuse Prevention Requirements

Employers who participate in district internship, externship, work study, co-op, or similar programs shall adopt policies and procedures that ensure compliance with the following procedures required by the Child Protective Services Law.

Identification of Adult Responsible for Child's Welfare -

When a district student under the age of eighteen (18) years old participates in an internship, externship, work study, co-op, or similar program with an outside employer, the district and the employer shall, prior to commencing participation, identify an adult(s) who will be the student's supervisor while the child participates in the program. The identified adult(s) will be the person responsible for the child's welfare.[\[26\]](#)[\[27\]](#)

The identified adult(s) shall be in the immediate vicinity of the child at regular intervals during the program. **Immediate vicinity** shall mean an area in which an individual is physically present with a child and can see, hear, direct and assess the activities of the child.[\[26\]](#)[\[27\]](#)

Certifications -

Prior to commencement of the program, the identified adult shall submit the following information to the Superintendent or designee:[\[27\]](#)

1. PA Child Abuse History Clearance - which must be less than sixty (60) months old.
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.
3. Federal Criminal History Report - which must be less than sixty (60) months old.
4. Disclosure Statement – which is a statement swearing or affirming applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[\[28\]](#)

The Superintendent or designee shall review the information and determine if information is disclosed that precludes identification of the adult as the supervisor responsible for the child's welfare.

Information submitted by an identified adult in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.

Arrest or Conviction Reporting Requirements -

An identified adult shall notify the employer, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law.[\[28\]](#)

An identified adult shall also report to the employer, within seventy-two (72) hours of notification, that they have been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.[\[28\]](#)

Failure to accurately report such occurrences may subject the identified adult to disciplinary action up to and including termination of employment and criminal prosecution.[\[28\]](#)

The employer shall immediately require an identified adult to submit new certifications when there is a reasonable belief that the identified adult was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[\[28\]](#)

If the employer receives notice of such occurrences from either the adult or a third party, the employer shall immediately report that information to the Superintendent or designee in writing.[\[28\]](#)

Child Abuse Reporting -

Identified adults who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with the Child Protective Services Law.[\[29\]](#)[\[30\]](#)

Legal

- [1. 22 PA Code 4.31](#)
- [2. 22 PA Code 12.41](#)
- [3. 24 P.S. 1801](#)
- [4. 24 P.S. 1806](#)
- [5. 22 PA Code 11.28](#)
- [6. 24 P.S. 1807](#)
- [7. 24 P.S. 1841](#)
8. Pol. 100
- [9. 24 P.S. 1850.1](#)
- [10. 24 P.S. 1106](#)
- [11. 24 P.S. 1808](#)
- [12. 24 P.S. 1842](#)
- [13. 22 PA Code 4.33](#)
- [14. 24 P.S. 1212](#)

[15. 22 PA Code 339.2](#)

16. Pol. 103

17. Pol. 103.1

18. Pol. 113

19. Pol. 138

[20. 22 PA Code 339.29](#)

[21. 22 PA Code 339.22](#)

[22. 22 PA Code 339.41](#)

[23. 22 PA Code 339.13](#)

[24. 22 PA Code 339.14](#)

[25. 22 PA Code 339.21](#)

[26. 23 Pa. C.S.A. 6303](#)

[27. 23 Pa. C.S.A. 6344](#)

[28. 23 Pa. C.S.A. 6344.3](#)

[29. 23 Pa. C.S.A. 6311](#)

30. Pol. 806

Child Protective Services Law - 23 Pa. C.S.A. Sec 6301 et seq

Book	Policy Manual
Section	100 Programs
Title	Alternative Instruction Courses
Code	124
Status	
Adopted	
Last Revised	October 13, 2014

Authority

The Board may grant credit toward high school graduation for course work successfully completed through approved summer school, correspondence courses, distance education, online courses and dual enrollment, in accordance with this policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Delegation of Responsibility

The High School principal shall be responsible for reviewing and approving high school student applications for earning credit toward graduation through approved alternative instruction courses.

The High School building principal shall determine the number of credits assigned to such a course as part of the approval process before the student begins the course.

Guidelines

Students shall submit to the building principal a written request for approval of each proposed course and the number of credits sought.

The course subject must be included in the district's planned instruction and be relevant to established academic standards.[\[7\]](#)[\[8\]](#)

The student shall receive the same letter grade for credit that is assigned by the alternative instruction course.

Legal

[1. 24 P.S. 502](#)

[2. 24 P.S. 1525](#)

[3. 24 P.S. 1901](#)

[4. 24 P.S. 1903](#)

[5. 24 P.S. 1906](#)

6. Pol. 217

7. Pol. 102

8. Pol. 107

[24 P.S. 1901 et seq](#)

[22 PA Code 4.41](#)

Book	Policy Manual
Section	100 Programs
Title	Adult Education
Code	125
Status	
Adopted	

Purpose

The Board recognizes the value of educational growth and advancement to adult members of the community and the need of both adults and minors for educational programs.

Authority

The Board may establish and maintain a program of adult education based upon the needs and interests of the residents, consistent with the educational goals and policies of the district.[\[1\]\[2\]\[3\]\[4\]](#)

The Board may employ staff, utilize available facilities, supply instructional and supplementary materials, and provide administrative leadership required to maintain the adult education program. The Board shall establish the tuition rate for each course offered in the adult education program.[\[24 P.S. 1903\]](#)

Guidelines

Admission to an adult education program shall be open to:

1. All adult residents of this district.
2. Adult residents of other districts who apply and whose admittance will not deprive admittance to a district resident.

Delegation of Responsibility

The Superintendent or designee shall:

1. Utilize appropriate staff members.
2. Assess the needs and resources of the community.
3. Develop a program of adult education and present that program to the Board for approval.
4. Develop and implement means to inform the public of adult education offerings.

Legal

[1. 24 P.S. 502](#)

[2. 24 P.S. 1901](#)

[3. 24 P.S. 1903](#)

[4. 24 P.S. 1906](#)

[24 P.S. 1904](#)

[24 P.S. 1905](#)

Book	Policy Manual
Section	100 Programs
Title	Class Size
Code	126
Status	
Adopted	May 28, 2013

Authority

Class size shall be determined by the Board after consultation with the Superintendent and principals.

Delegation of Responsibility

The Superintendent shall develop administrative regulations for class size, which shall take into account:

1. Subject matter.
2. Type of instruction.
3. Ability of students.
4. Age group of students.
5. Use of instructional assistants.
6. Use of special facilities and equipment.

Legal
[24 P.S. 510](#)
Pol. 000

Book	Policy Manual
Section	200 Pupils
Title	Immunizations and Communicable Diseases
Code	203
Status	
Adopted	
Last Revised	

Authority

In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that guidance and orders from state and local health officials, established Board policy and administrative regulations, and Board-approved health and safety plans be followed by students, persons in parental relations and district staff.[\[1\]](#)[\[2\]](#)

Definitions

Certificate of Immunization - the official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the person in parental relation or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school as proof of full immunization. The school maintains the certificate as the official school immunization record or stores the details of the record in a computer database.[\[3\]](#)

Medical Certificate - the official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.[\[3\]](#)

Guidelines

Immunization

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.[\[1\]](#)[\[2\]](#)[\[4\]](#)

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.[\[5\]](#)

A student shall be exempt from immunization requirements whose person in parental relation objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization.[\[1\]](#)[\[4\]](#)[\[6\]](#)[\[7\]](#)

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons, provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a

medical certificate on or before the fifth school day of attendance, or in accordance with programs or guidance established by the PA Department of Health. [\[1\]\[4\]\[5\]\[6\]\[7\]](#)

Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations. [\[5\]\[8\]\[9\]](#)

Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption. [\[5\]\[10\]](#)

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the [\[1\]](#) school nurse.

The Superintendent or designee shall:

1. Ensure that persons in parental relations are informed prior to a student's admission to school, or a grade requiring additional immunizations, of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed. [\[1\]\[5\]\[6\]\[7\]\[8\]\[12\]](#)
2. Designate school personnel to review student medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements. [\[3\]\[5\]](#)
3. Annually review state standards for immunization and direct the responsible district personnel accordingly.
4. Investigate and recommend to the Board district-sponsored programs of immunization that may be warranted to safeguard the health of the school community. Such program shall be subject to Board approval and may be conducted in cooperation with local health agencies.

The Superintendent or designee shall report immunization data electronically to the PA Department of Health by December 31 of each year. If the district is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the required form to the PA Department of Health by December 15. [\[13\]](#)

Communicable Diseases

The Board directs that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infectious conditions. [\[14\]\[15\]\[16\]\[17\]](#)

At the beginning of the school year, persons in parental relations shall be notified of this policy and that during the school year it may be necessary for a student to be excluded from school due to communicable disease. Persons in parental relations of a student needing to be excluded shall be notified and required to come to school or have a designated emergency contact come to school to transport the student home or to an appropriate place of care. Students may return to school when the criteria for readmission following a communicable disease, as set forth in law, regulations or guidance from state or local health officials, have been met.[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Board directs school staff to request emergency contact information from persons in parental relations of students at the beginning of each school year and request that it be updated as necessary during the school year.

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the PA Department of Health.[\[18\]](#)[\[19\]](#)[\[20\]](#)

The Superintendent or designee shall direct that health guidelines, Board-approved health and safety plans, and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.

Instruction regarding prevention of communicable and life-threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.[\[21\]](#)

Persons in parental relations shall be informed of and be provided opportunities during school hours to review all curriculum materials used in instruction relative to communicable and life-threatening diseases, in accordance with Board policy.[\[21\]](#)[\[22\]](#)[\[23\]](#)

Health Records

The District shall require that prior to admission to school for the first time, persons in parental relations shall complete a medical history report form for the student being enrolled.

A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.[\[17\]](#)[\[24\]](#)

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the person in parental relation. The district may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)

Legal

1. 24 P.S. 1303a

2. 28 PA Code 23.81 et seq
3. 28 PA Code 23.82
4. 22 PA Code 11.20
5. 28 PA Code 23.85
6. 28 PA Code 23.83
7. 28 PA Code 23.84
8. Pol. 200
9. Pol. 251
10. Pol. 255
11. 28 PA Code 27.77
12. Pol. 201
13. 28 PA Code 23.86
14. 28 PA Code 27.71
15. 28 PA Code 27.72
16. Pol. 204
17. Pol. 209
18. 28 PA Code 27.2
19. 28 PA Code 27.1
20. 28 PA Code 27.23
21. 22 PA Code 4.29
22. 22 PA Code 4.4
23. Pol. 105.1
24. 24 P.S. 1402
25. 24 P.S. 1409
26. 20 U.S.C. 1232g
27. 34 CFR Part 99
28. Pol. 113.4
29. Pol. 216
30. Pol. 805
Pol. 105.2

Book	Policy Manual
Section	200 Pupils
Title	Postgraduate Students
Code	205
Status	
Adopted	May 28, 2013

Authority

The Board shall assume no responsibility for making its regular educational program available to district residents who are high school graduates, nor after the end of the term in which a student reaches the age of twenty-one (21) years. The Board shall not be responsible for the continuing education of such residents in any other school district. Notwithstanding the foregoing, if an individual attains the age of twenty-one (21) years during the school year, and has not already graduated high school, such individual shall be permitted to complete the school year..[\[1\]\[2\]\[24 P.S. 1301\]\[22 PA Code 11.12\]\[22 PA Code 12.1\]](#)

The Board will not assume responsibility for the transportation of students pursuing postgraduate studies.

Legal

[1. 24 P.S. 502](#)

[2. 24 P.S. 1901](#)

[24 P.S. 1301](#)

[22 PA Code 11.12](#)

[22 PA Code 12.1](#)

Book	Policy Manual
Section	200 Pupils
Title	Student Accident Insurance
Code	211
Status	
Adopted	
Last Revised	October 26, 2015

Purpose

The Board recognizes the need for insurance coverage for unforeseen accidents that may occur to students in the course of attendance at school or participation in the athletic and extracurricular programs of the schools.

Authority

The Board shall provide persons in parental relations the opportunity to purchase insurance coverage, at no cost to the Board, for injury to the students resulting from accidents in any activity during school hours and in any activity round-the-clock.

The premium will be paid by the persons in parental relations.

The Board shall maintain insurance coverage by a qualified insurer over and above the first responsibility of family coverage at no cost to the student for injury resulting from accidents sustained while participating in an interscholastic program, according to the terms and limitations prescribed by the insurance carrier.[\[1\]](#)

Delegation of Responsibility

The Chief Financial Officer (CFO) shall be responsible to:

1. Prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Board approval.
2. Notify all students and persons in parental relation of students who may be eligible for insurance.
3. Ascertain that where the Board assumes the full cost of insurance, each eligible student is properly insured.

Legal
[1. 24 P.S. 511](#)
Pol. 122
Pol. 123

Book	Policy Manual
Section	200 Pupils
Title	Reporting Student Progress
Code	212
Status	
Adopted	
Last Revised	November 13, 2017

Purpose

The Board recognizes that communication between school and home is a vital component in the growth and education of each student. The Board acknowledges the school's responsibility to keep persons in parental relations informed of student welfare and academic progress and also recognizes the effects of state and federal laws and regulations governing student records.[1]

Authority

The Board directs that the district's instructional program shall include a system of measuring all students' academic progress.[2][3][4][5]

The Board directs the Superintendent to establish a system of reporting student progress that requires all appropriate staff members to comply, as part of their teaching responsibility, with a reporting system which includes academic progress reports, grade reports, and parent-teacher conferences with teachers.

Delegation of Responsibility

The Superintendent or designee, in conjunction with appropriate staff members, shall develop administrative regulations for reporting student progress to persons in parental relations.

All appropriate staff members, as part of their professional responsibility, shall comply with the systems established for measuring and reporting student progress.[3][4]

Guidelines

Various methods of reporting appropriate to grade level and curriculum content shall be utilized.

Both student and person in parental relation shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's academic status.

Scheduling of parent-teacher conferences should occur at times that ensure the greatest degree of participation by persons in parental relations.

Grade reports shall be issued at intervals of not less than nine (9) weeks.

Review and evaluation of methods of reporting student progress to persons in parental relations shall be conducted on a periodic basis.

Legal

1. Pol. 216

[2. 22 PA Code 4.11](#)

[3. 24 P.S. 1531](#)

[4. 24 P.S. 1532](#)

5. Pol. 127

[24 P.S. 510](#)

Pol. 102

Pol. 138

Book	Policy Manual
Section	200 Pupils
Title	Student Complaint Process
Code	219
Status	
Adopted	May 28, 2013

Purpose

The Board recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

Definition

For purposes of this policy, a **student complaint** shall be one that arises from actions that directly affect the student's participation in an approved educational program.

Authority

The Board and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by Board policy. The student complaint procedures set forth in each student handbook should be grade-level appropriate.

Guidelines

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both the staff member and the guidance counselor shall attempt to resolve the issue informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement of their complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes they have been adversely affected.
3. Relief sought by the student.
4. Reasons why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.

At each level the student shall be afforded the opportunity to be heard personally by the school authority.

At each step the school authority hearing the complaint may call in the student's person in parental relation.

The student may seek the help of a person in parental relation at any step.

A student shall not be subject to retaliation or any reprisals due to filing a complaint.

Legal

[24 P.S. 510](#)

Book	Policy Manual
Section	200 Pupils
Title	Care of School Property
Code	224
Status	
Adopted	
Last Revised	October 26, 2015

Purpose

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

Authority

The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.

It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Persons in parental relations shall be held accountable for the actions of their child.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's person in parental relation.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy which include rules for safekeeping and accounting of textbooks, supplies and equipment and an established schedule of fines for lost or damaged textbooks, supplies and equipment.[\[4\]](#)[\[5\]](#)

The Superintendent shall submit a report on incidences of significant vandalism to the Board on each occurrence.

Vandalism reports shall include the number and kind of incident, cost to the district, and related information the Superintendent deems necessary.

Legal
[1. 24 P.S. 777](#)
 2. Pol. 218
 3. Pol. 233

4. 24 P.S. 109

5. 24 P.S. 801

Pol. 000

Book	Policy Manual
Section	200 Pupils
Title	Student Government
Code	228
Status	
Adopted	
Last Revised	October 26, 2015

Purpose

The Board acknowledges the importance of offering students the opportunity to participate in self government within the schools.

The purpose of student government shall be to develop student leadership, provide a learning experience in democratic decision-making, and offer another avenue toward the realization of district goals.

Authority

The Board establishes that students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Board.[\[1\]](#)

The Board will recognize the Student Government as the official voice of the student body.

The charter, constitution or bylaws of the organization for student government shall be approved by the Board.

The Board shall appoint a qualified member of the faculty to serve as an advisor for student government activities.[\[1\]](#)

Delegation of Responsibility

The Superintendent or designee shall establish rules to implement this policy which:

1. Ensure that all students have equal access to the student government and an equal opportunity to vote and hold office.
2. Require fiscal accountability and adherence to Board policy for all financial aspects of student government activity.[\[1\]](#)[\[2\]](#)
3. Require that decisions made and actions taken by the student government organization, in accordance with and within the scope of its constitution, shall not be voided or vetoed by any staff member.

A Student Government Representative shall have a seat on the School Board and the right to speak on all matters, but not the right to vote.[\[3\]](#)

Legal

[1. 24 P.S. 511](#)

2. Pol. 618

3. Pol. 004

Book	Policy Manual
Section	200 Pupils
Title	Public Performances by Students
Code	230
Status	
Adopted	May 28, 2013

Purpose

The Board recognizes the value of students sharing their talents and skills with the community through student participation and performances in public events.

Authority

The Board endorses public performances by students when they constitute a learning experience that contributes to the educational program; they do not interfere with other scheduled activities; and the circumstances of the event do not pose a threat to the health, safety or well-being of the students who are involved.[\[1\]](#)

Delegation of Responsibility

All requests for public performances by student groups require the approval of the Superintendent.

The Superintendent or designee shall develop administrative regulations to implement this policy.

Guidelines

Permission from persons in parental relation shall be sought and received before students may participate in any public performance.

No student shall be compelled to participate in a public performance or be penalized in any way for failure to do so.

When public performances are scheduled as a regular part of a planned course of instruction taken for credit, students shall be informed in advance of their obligation to participate; and they will be excused from participation only in accordance with the rules and procedures governing school attendance.[\[2\]](#)

No district student, group of students, or employees may receive compensation for a public performance of students organized as school representatives.

The interests of students shall be protected and guarded against exploitation.

Legal

[1. 24 P.S. 511](#)

2. Pol. 204

Pol. 000

Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination - Qualified Students with Disabilities
Code	103.1
Status	
Adopted	

Authority

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or person in parental relation, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and persons in parental relations who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective **or preventative** action be taken for substantiated allegations.

Confidentiality

Confidentiality of all parties, **witnesses, the allegations, the filing of a complaint and the investigation** shall be maintained, consistent with the district's legal and investigative obligations.

Retaliation

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Definitions

Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.[\[11\]](#)[\[12\]](#)

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's persons in parental relations.[\[3\]\[8\]](#)

Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.[\[13\]](#)

Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.[\[10\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Assistant Superintendent as the district's Section 504 Coordinator.[\[14\]](#)

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website, if available, and in the student handbook. The district shall notify persons in parental relations of students residing in the district of the district's responsibilities under applicable law and regulations, and that the district does not discriminate against qualified individuals with disabilities.[\[15\]\[16\]](#)

Guidelines

Identification and Evaluation

The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find efforts, in order to not duplicate efforts.[\[16\]\[17\]](#)

If a person in parental relation or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the person in parental relation or the district shall provide the other party with written notice.[\[18\]\[19\]\[20\]](#)

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.[\[20\]](#)

The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the person in parental relation the opportunity to give or withhold consent to the proposed evaluation(s) in writing.[\[20\]](#)

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.[\[13\]](#)

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a person in parental relation.[\[13\]](#)

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.[\[18\]](#)

Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.[\[21\]\[22\]](#)

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.[\[21\]\[22\]\[23\]\[24\]\[25\]\[26\]\[27\]](#)

Parental Involvement

Persons in parental relations have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or

withhold their written consent to the evaluation and/or the provision of services.[\[13\]](#)[\[19\]](#)[\[20\]](#)[\[28\]](#)

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.[\[29\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)

Discipline

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.[\[33\]](#)[\[34\]](#)

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[35\]](#)[\[36\]](#)[\[37\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.[\[11\]](#)[\[13\]](#)[\[21\]](#)[\[29\]](#)[\[33\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)[\[41\]](#)[\[42\]](#)[\[43\]](#)[\[44\]](#)[\[45\]](#)[\[46\]](#)[\[47\]](#)[\[48\]](#)

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.[\[10\]](#)[\[39\]](#)[\[48\]](#)[\[49\]](#)

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's person in parental relation, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.[\[13\]](#)[\[40\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a

conveyance providing transportation to or from a school or school-sponsored activity.[\[36\]](#)[\[48\]](#)

PROCEDURAL SAFEGUARDS

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the person in parental relation of a student suspected of being a qualified student with a disability, an opportunity for the person in parental relation to review relevant records, an impartial hearing with an opportunity for participation by the student's person in parental relation, and a review procedure.[\[28\]](#)[\[50\]](#)

A student or person in parental relation filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.[\[19\]](#)

Parental Request for Assistance

Persons in parental relations may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:[\[28\]](#)

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.
2. The district has failed to comply with the procedures and state regulations.

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the persons in parental relations and district a written response to the request. The response to the persons' in parental relations request shall be in the persons' in parental relations native language or mode of communication.[\[28\]](#)

Informal Conference

At any time, persons in parental relations may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.[\[28\]](#)

Formal Due Process Hearing

If the matters raised by the district or persons in parental relations are not resolved at the informal conference, the district or persons in parental relations may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.[\[28\]](#)[\[51\]](#)

Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.[\[28\]](#)

COMPLAINT PROCEDURE

This complaint procedure is in addition to and does not prevent persons in parental relations from using any option in the procedural safeguards system.[10]

Step 1 – Reporting

A student or person in parental relation who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator, as well as properly making any mandatory police or child protective services reports required by law.[52]

If the Section 504 building administrator is the subject of a complaint, the student, person in parental relation or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee may be encouraged to use the district's report form, available from the Section 504 building administrator or Section 504 Coordinator, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Section 504 Coordinator shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused **may suggest additional** witnesses and **provide** other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, persons in parental relations and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations.[10][52][53][54]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) school days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, **for example, whether the investigator believes the allegations to be founded or unfounded**, within a reasonable time of the submission of the written report **to the extent authorized by the Family Educational Rights and Privacy Act (FERPA)**

and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant. [\[29\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) school days.
2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) school days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

Legal

1. 22 PA Code 12.1
2. 22 PA Code 12.4
3. 22 PA Code 15.1 et seq.
4. 22 PA Code 4.4
5. 28 CFR Part 35
6. 28 CFR Part 36
7. 29 U.S.C. 794
8. 34 CFR Part 104
9. 42 U.S.C. 12101 et seq.
10. 22 PA Code 15.2
11. 42 U.S.C. 12102
12. 22 PA Code 15.7

13. 34 CFR 104.7
14. 22 PA Code 15.4
15. 34 CFR 104.32
16. 22 PA Code 15.5
17. 22 PA Code 15.6
18. 34 CFR 104.35
19. 22 PA Code 15.3
20. 34 CFR 104.34
21. 34 CFR 104.37
22. 22 PA Code 15.8
23. 22 PA Code 15.9
24. 20 U.S.C. 1232g
25. 34 CFR Part 99
26. 22 PA Code 10.2
27. 24 PS 1303-A
28. 35 PS 780-102
29. 22 PA Code 10.21
30. 22 PA Code 10.22
31. 22 PA Code 10.23
32. 22 PA Code 10.25
33. 24 PS 1302.1-A
34. 22 PA Code 15.1
35. 34 CFR 104.36
36. 22 PA Code 14.162
37. 18 Pa.C.S.A. 2709

Book	Policy Manual
Section	200 Pupils
Title	Social Events and Class Trips
Code	231
Status	First reading
Adopted	
Last Revised	

Purpose

The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.

Authority

The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the Board and/or Superintendent or designee.[\[1\]](#)

Class trips and social events that take place outside of school facilities require approval by the Superintendent or designee.[\[2\]](#)

Guidelines

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.[\[3\]](#)

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the district or the school.

Delegation of Responsibility

The Superintendent or designee shall develop procedures for the conduct of student social events and class trips which include the following:

1. Designation of a staff member who shall be the district employee responsible for the event.[\[1\]](#)
2. Provision of adequate adult supervision, nurse participation or police protection, as required by the circumstances of the event.
3. Formulation of rules and regulations governing the conduct and safety of all participants and distribution of such rules and regulations to all students and adults involved.

Legal

[1. 24 P.S. 511](#)

2. 24 P.S. 517
3. 24 P.S. 510

Book	Policy Manual
Section	200 Pupils
Title	Student Involvement in Decision-Making
Code	232
Status	Active
Adopted	March 25, 1991
Last Revised	January 25, 2021

Purpose

The Board believes that students should participate in the governance of school activities at levels appropriate to their ages and competencies because:

1. Students should have a part in determining activities that affect their lives.
2. As an institution fundamental to the operation of a democratic society, the schools should strive to exemplify the democratic ideal of citizen participation in decision-making.
3. As part of their educational development, students should be provided experiences and decision-making roles to prepare them for the future.
4. Students are a valuable resource whose contributions can aid and benefit the programs of the schools.

Authority

The Board directs that students be invited to participate in activities appropriate to their maturity and competency, leading to administrative decision-making.

Suggestions for improvement may be offered by any student, provided they are of a constructive nature and contribute toward the realization of the district's educational goals.

Delegation of Responsibility

The Superintendent or designee shall develop rules to implement this policy which:

1. Provide for submission, consideration, and response to constructive student suggestions.
2. Designate the manner by which students shall be selected for participation in school matters.
3. Ensure that student participation is fairly representational of the whole student body.

Legal

[24 P.S. 510](#)

Book	Policy Manual
Section	200 Pupils
Title	Pregnant/Married Students
Code	234
Status	Active
Adopted	March 25, 1991
Last Revised	January 25, 2021

Purpose

A student who is eligible to attend district schools and is married and/or pregnant shall not be denied an educational program solely because of marital status, pregnancy, childbirth, pregnancy-related disabilities, or potential or actual parenthood. A pregnant student under the age of eighteen (18) shall not be excused from the requirements of the Compulsory Attendance Statute solely from pregnancy or maternity-related reasons. [\[1\]\[2\]](#)

Authority

The Board reserves the right to require as a prerequisite for attendance in regular classes and participation in extracurricular programs of the schools that each pregnant student present to the Superintendent or designee a written statement from a licensed physician indicating that such activity will not be injurious to her health nor jeopardize her pregnancy.

Guidelines

A pregnant student, whose mental or physical condition prevents her from attending regular classes, when such condition is certified by a licensed physician, is entitled to use of the alternate educational programs made available to District students who require homebound instruction for medical purposes. [\[3\]\[4\]\[5\]](#)

A student who has received an alternate educational program for reasons associated with her pregnancy shall be readmitted to the regular school program upon her request and the written statement of a licensed physician that she is physically fit to do so.

Delegation of Responsibility

The Superintendent or designee shall develop procedures for implementing this policy which include:

1. Offering counseling services to help students plan their future.
2. Cooperation with community resources to assist students.
3. Development of a curriculum for the alternate educational program to which the pregnant student may be assigned on her request.

4. Designation of a qualified staff member to act upon the licensed physician's statement regarding the examination and health of a pregnant student.

Legal

1. [24 P.S. 1326](#)
2. [22 PA Code 12.1](#)
3. [24 P.S. 510](#)
4. [24 P.S. 1327](#)
5. [28 C.F.R. § 35.108](#)

Book	Policy Manual
Section	200 Pupils
Title	Dating Violence
Code	252
Status	Active
Adopted	January 25, 2021

Purpose

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

Definitions

Dating Partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.[\[1\]](#)

Dating Violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.[\[1\]](#)

Authority

The Board encourages students who have been subjected to dating violence to promptly report such incidents.

The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.[\[2\]](#)

Title IX Sexual Harassment and Other Discrimination

Every report of alleged dating violence that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a dating violence investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged dating violence.[\[3\]](#)[\[4\]](#)

Discipline of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary requirements established by state law and Board policy.[Pol. 218.3][24 P.S. 1318.1]

Guidelines

Complaint Procedure

When a student believes that they have been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal, guidance counselor, or classroom teacher.

The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation.[\[1\]](#)

If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.[\[1\]](#)[\[2\]](#)

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

This policy on dating violence shall be:[\[1\]](#)

1. Published in the Code of Student Conduct.
2. Published in the Student Handbook.
3. Made available on the district's website, if available.
4. Provided to persons in parental relations.

Dating Violence Training

The district may provide dating violence training to guidance counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, persons in parental relations and other staff may also receive training on dating violence.[\[1\]](#)

Dating Violence Education

The district may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve. The district shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.[\[1\]\[5\]](#)

A person in parental relation of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.[\[1\]\[6\]](#)

At the request of the person in parental relation, the student may be excused from all or part of the dating violence education program.[\[1\]\[7\]](#)

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Legal

1. 24 P.S. 1553

2. [Pol. 218](#)

3. Pol. 103

4. Pol. 103.1

5. 71 P.S. 611.13

6. Pol. 105.1

7. Pol. 105.2

22 PA Code 12.12

20 U.S.C. 1232g

Book	Policy Manual
Section	300 Employees
Title	Creating a Position
Code	301
Status	Active
Adopted	March 25, 1991
Last Revised	January 25, 2021

Purpose

Positions for administrative, professional and support employees shall be established by the Board in order to provide the effective leadership and management necessary to operate district schools and to provide quality educational programs and services, consistent with the needs of the schools and the resources of the community.

Authority

The need for creating positions shall be determined by the Board based on the recommendation of the Superintendent. [\[1\]\[2\]\[3\]\[4\]](#)

The Superintendent shall be responsible for recommending a new or additional administrative, professional or support position.

The initial salary or salary range for a new position shall be determined by the Board when creating the position based upon the recommendation of the Superintendent and supporting documentation. [\[5\]](#)

In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:

1. Effective management of district programs.
2. Number of students enrolled.
3. Special needs of students.
4. Operational needs of the district.
5. Financial resources of the school community.

Delegation of Responsibility

The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.

Recommendations for a new or additional position shall include:

1. Job description clearly stating the duties for which the position was created.
2. Title that conforms with the appropriate certificate if such certification is required.
3. Supporting data and other rationale relevant to the recommendation.

The Board reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management of the district and operation of the schools.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board may, through the Superintendent, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.

Legal

[1. 24 P.S. 1001](#)

[2. 24 P.S. 1106](#)

[3. 24 P.S. 1107](#)

[4. 22 PA Code 4.4](#)

5. 24 P.S. 1075

Book	Policy Manual
Section	300 Employees
Title	Evaluation of Employees
Code	313
Status	Active
Adopted	March 25, 1991
Last Revised	January 25, 2021

Purpose

Evaluation is a continuing process in which the administrative, professional and support employees and their respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of District goals and objectives.

Authority

The Board shall approve plans for regular, periodic evaluations of administrative, professional and support employees consistent with applicable administrative compensation plans, individual contracts, collective bargaining agreements, Board resolutions and state law and regulations.[\[1\]\[2\]\[3\]\[4\]](#)

The Board shall be informed periodically about the results of employee evaluations.

Delegation of Responsibility

The Superintendent or designee shall develop plans for the evaluation of District employees and submit for Board approval.

The Board authorizes the Superintendent to develop a Differentiated Supervision model for professional employees in accordance with the Pennsylvania Department of Education's guidelines and in consultation with assistant administrators, supervisors, and/or principals.

The Superintendent shall ensure that evaluation plans are reviewed periodically and updated as necessary. Evaluations shall be performed by the Superintendent or by administrator, supervisor, or principal who has supervision over the work of the employee being evaluated and is designated by the Superintendent to perform the evaluation.[\[3\]](#)

Guidelines

The evaluation plan for professional employees and temporary professional employees shall utilize the appropriate state-approved rating form or an alternative rating tool approved by the Board and the Pennsylvania Department of Education. [\[1\]\[2\]\[3\]](#)

Professional employees are required to be evaluated at least once each year.[\[3\]](#)

Temporary professional employees shall be evaluated by an appropriate supervisor and notified of individual progress and status at least twice each year.

Professional employees and temporary professional employees shall receive an overall performance rating of one (1) of the following:

1. Distinguished – shall be considered satisfactory.
2. Proficient – shall be considered satisfactory.
3. Needs improvement – shall be considered satisfactory, except that any subsequent overall rating of "needs improvement" issued by the district within ten (10) years of the first overall ratings of "needs improvement" where the employee is in the same certification shall be considered unsatisfactory.
4. Failing – shall be considered unsatisfactory.

No professional employee or temporary professional employee shall be rated "needs improvement" or "failing" solely based upon student test scores.

No unsatisfactory rating shall be valid unless approved by the Superintendent.

A signed copy of the rating form shall be provided to the employee.

Professional employees and temporary professional employees who receive an overall performance rating of "needs improvement" or "failing" shall participate in a Performance Improvement Plan.

Legal

1. [22 PA Code 19.1](#)
2. [24 P.S. 1108](#)
3. [24 P.S. 1123](#)
4. [24 P.S. 510](#)

[24 P.S. 1122](#)

[22 PA Code 19.1 et seq](#)

Book	Policy Manual
Section	300 Employees
Title	Nontenured Employees
Code	316
Status	
Adopted	

Authority

It is the policy of the Board that certain administrative and professional staff members shall be employed with the understanding that the assigned job functions are not governed by tenure law.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Nontenured administrative and professional employees shall include any position in which provision for tenure is not made by law.[\[2\]](#)[\[3\]](#)

Legal

[1. 24 P.S. 510](#)

[2. 24 P.S. 1089](#)

[3. 24 P.S. 1101](#)

Book	Policy Manual
Section	300 Employees
Title	Outside Activities
Code	319
Status	
Adopted	

Authority

The Board recognizes that District employees have the right to enjoy private lives and to associate with others outside of school. However, the Board has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.

Therefore, when nonschool activities directly impact upon an employee's effectiveness within the school district, the Board reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments.[\[1\]](#)

The Board does not endorse, support, nor assume liability for any district staff member who conducts nonschool, outside activities in which district students or employees may participate.

Delegation of Responsibility

The Superintendent or designee shall disseminate this policy so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the district.

Guidelines

The following guidelines are provided for the direction of all employees:

1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees when performing assigned activities in fulfillment of the terms of employment reside with and may be claimed by the district.
2. Do not use school property or school time to solicit or accept customers for private enterprises.
3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.

Legal
[1. 24 P.S. 510](#)